

DECmateTM II

User's Guide, Volume 1
Basic Word Processing

digital

AA-N563B-TV

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Basic Word Processing

digital

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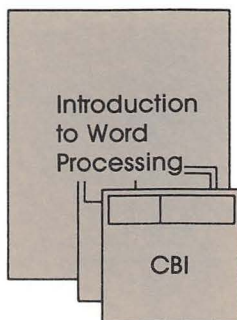
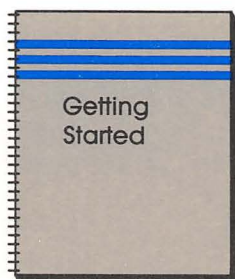
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DECmate™ II

Word Processing Documentation Chart

Introductory



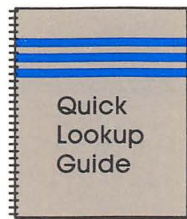
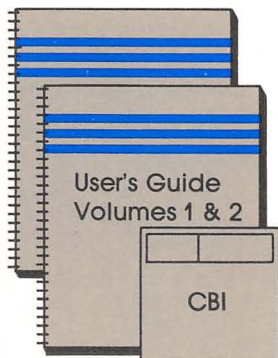
Getting Started

Simple word processing: turning DECmate on, preparing your diskettes, step-by-step exercises in basic word processing - plus where to go next and what to do if you have problems.

Introduction to Word Processing

Computer Based Instruction (CBI) for basic word processing. Includes two diskettes. CBI is available for most aspects of word processing.

Reference



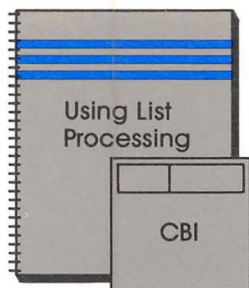
User's Guide, Volumes 1 & 2

Detailed and comprehensive reference: Basic and Advanced word processing.

Quick Lookup Guide

Ready reference for those familiar with word processing.

Special Purpose

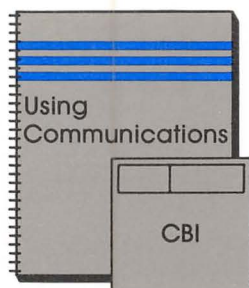
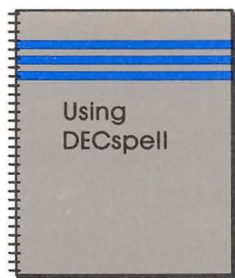


Using List Processing

Instruction and exercises for printing form letters and tables.

Using DECspell

Instruction for using DECmate to check and correct spelling. Feature includes a dictionary diskette.

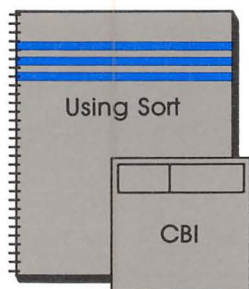
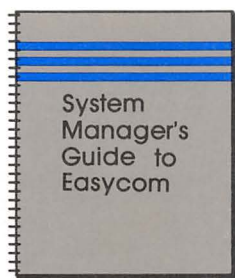


Using Communications

Instruction for transferring data between computer systems and accessing other computer facilities.

System Manager's Guide to Easycom

Programmer's information and examples for automating Easycom communications on your DECmate.

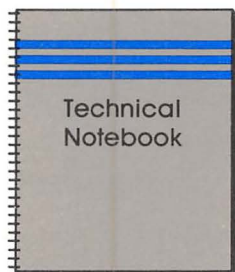
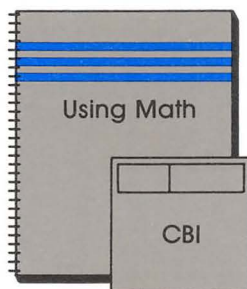


Using Sort

Instruction and exercises for using your DECmate to sort items alphabetically or numerically.

Using Math

Instruction and exercises for using your DECmate to do arithmetic while editing or list processing.



Technical Notebook

Programmer's information for interfacing DECmate WPS to other systems: document storage, terminal characteristics, communications, printer escape sequences. (Ordered separately.)

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Preface

PRODUCT NAME: DECmate II/WPS

VERSION: 1.5

This *User's Guide* explains all the features of basic word processing on the DECmate word processor. The first volume of this manual is written for readers new to word processing. The second volume of this manual is written for the experienced DECmate II operator, for operators of other word processors who want to learn DECmate II, and for computer professionals who want to learn to use word processing on a DECmate II system.

If you are new to word processing, complete training course *DECmate II Introduction to Word Processing* before using this manual.

If the training course is not available, or if you have used another word processing system, you can use Volume 1 of this *User's Guide* to learn the DECmate system.

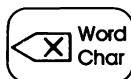
Conventions

ALL CAPS Indicates the key to press. For example, press ADVANCE.

Dot Matrix Indicates text displayed on the screen.

Gold XXX Means to press the Gold key and then a function key. For example, Gold MENU.

Rubout key Refers to the key marked:



Erases text to the left of the cursor.

Type Means to enter text from the keyboard.

Press Means to enter a command from the keyboard. For example: press DEL WORD.

< > key Means the key in the lower right corner of the Editing Keypad, labeled < > on the top, also marked ENTER.

Summary of Technical Changes

This section summarizes the new and changed features on DECmate II, Version 1.5.

New Features

- **Arrow Keypad** – the arrow keypad, between the Main Keyboard and the Editing Keypad, is now active. See Chapter 2.
- **Automatic Sheet Feeder Envelope Feeder** – The printer can now feed envelopes from the ASF02 envelope feeder. Enter SE ENVELOPE on the Print Menu or in a PRINTER SELECT control command. See Chapters 10 and 11.
- **DECmate/DECspell¹** – This new option lets DECmate check spelling accuracy in a document by comparing each word against the dictionary of valid spellings. It suggests the correct spelling for immediate replacement into the document. See *Using DECspell*.

¹ DECmate/DECspell uses the Houghton Mifflin dictionary, copyrighted by Houghton Mifflin Company, Boston, Massachusetts.

- **Delete a Ruler** – You can now delete a ruler with a few keystrokes. Place the cursor on the line just below the ruler, press Gold RULER, DEL WORD, RETURN. See Chapter 5.
- **Draft Printer Options** – DECmate draft printers can now print multiple character sets, fonts, or pitch settings if these options are available on the draft printer. A PRINTER control command in the document specifies the character set, font, or pitch setting to use. See Chapter 10.
- **Go-To-Ruler** – Go-To-Ruler allows you to move quickly to the next or previous ruler in a document and rejustifies text between the new ruler and the next ruler. See Chapter 5.
- **Nonbreaking Space** – The nonbreaking space allows you to join words, such as Van Gogh, and prohibit their separation on different lines when DECmate word wraps text. See Chapter 4.
- **PRINTER SELECT Control Commands** – These commands, entered in a document, specify which paper tray or envelope feeder to use for printing. With these commands, you can have the printer alternate between trays during document printing. See Chapter 10.
- **Status Line and Current Ruler Display** – The status line displays on the top line of the screen during document editing. It tells you the page number you are editing, line number, and document number and name. The current ruler displays on the bottom line and tells you the ruler that is in use at the cursor location. To change these displays, use the ES (Editor Status) option on the Editor Menu. See Chapter 4.
- **Winchester Disk Support** – The Winchester disk is a hardware option that provides additional document storage on your DECmate. See Appendix B.

Changed Features

- **Back up Diskette Between Any Two Drives** – You can now make a backup copy of a diskette using any two drives. Display the Maintenance Commands Menu, then type B, a space, the drive number for the diskette to be copied, a second space, the drive number for the diskette to receive the copy, and press RETURN. For instance, to back up from drive 0 to drive 1, type *B 0 1 RETURN*. If you do not enter numbers DECmate copies from drive 1 to drive 0.
- **CTRL A** – When editing a document, you can type CTRL A to clear the screen and redisplay the text again. DECmate then displays only the document text; it removes any messages from the screen. You might want to use this function to remove a system message from the screen, such as the PRINTER STOPPED message. To type CTRL A, hold down the CTRL key and type A.
- **Draft Printer Form Feed** – The FORM FEED switch on an LA50, LA100, or LA120 draft printer now advances paper according to the Print Menu PS setting for the last document printed. See Chapter 12.
- **LOC CMND Key** – The LOC CMND key, between SET UP and BREAK on the top row of keys, now has the same effect as pressing the backslash key (\) when you are using CX communications. You can use LOC CMND instead of backslash for \R, \H, \S, and \Q. See Chapter 2.
- **New Main Menu Option (A)** – You can now access the Activate Features Menu from both the Main Menu and the Maintenance Commands Menu. From both menus, type A and press RETURN to display the Activate Features Menu.
- **Search** – To start a search function while editing a document, you can now press Gold SRCH, Gold S, or the FIND key. In all cases, DECmate responds with the ENTER PHRASE prompt. Continue the search as usual.
- **SE Letterhead** – SE Letterhead can be used instead of SE Alternate for automatic sheet feeder printing. Both settings select the first page from the front tray and successive pages from the rear tray. See Chapters 10 and 11.

- **Verify Diskette in Any Drive** – You can now verify a diskette in any drive. Display the Maintenance Commands Menu, then type V, a space, the drive number for the diskette you want to verify, and press RETURN. For instance, to verify the diskette in drive 0, type *V 0 RETURN*. If you do not enter a number, DECmate verifies the diskette in drive 1.

A Utility Diskette is a diskette used to perform a function on DECmate. These diskettes, such as the Activate Feature and the DECspell diskettes, do not contain DECmate documents. If you verify them, DECmate verifies only the diskette structure.

Version 1.5 Customer Notes

The DECmate system diskette (labeled WPS THE BASICS RX50) has three documents that you should review:

- **Customer Notes** – explains restrictions on using DECmate and lists the Version 1.5 changes to the optional features.
- **Mini-Exchange** – explains how to use the Mini-Exchange with DECmate.
- **Technical Character Set** – explains what a host system manager must do to enable the technical character set on DECmate.

All DECmate users should read the customer notes before using any advanced word processing features. Those users who have a Mini-Exchange or who want to use the technical character set should also read the other two documents.

NOTE: *Be sure to use the B option to make a backup copy of the system diskette. This copies both the system software and documents on the diskette. Always file the master copy of the system diskette and use the backup copy.*

If you use the S option to initialize and copy the system diskette, DECmate copies only the software – documents are not copied. Recopy the diskette using the B option to copy the documents.

To verify that these documents are on your system diskette, display the Main Menu, type *I 0* and press RETURN. The Index of Documents should list the three documents. Press Gold MENU to return to the Main Menu.

To *view* one of the documents on the screen:

- Display the Main Menu.
- Type *E 0.Customer* and press RETURN to display the Customer Notes. OR type *E 0.Mini-Exchange* and press RETURN to display Mini-Exchange document. OR type *E 0.Technical* and press RETURN to display the Technical Character Set document.
- Press ADVANCE PARA to scroll through the document paragraph by paragraph.
- To file the document and return to the Main Menu, press Gold FILE.

To *print* one of the documents:

- Display the Main Menu.
- Type *P 0.Customer* and press RETURN to print the Customer Notes. OR type *P 0.Mini-Exchange* and press RETURN to print the Mini-Exchange document. OR type *P 0.Technical* and press RETURN to print the Technical Character Set document.
- When the Print Menu displays, type Y and press RETURN. The document then prints.

Basic Word Processing

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Headers and Footers
Chapter 10

Hochworth & Thinsley
Booksellers
212 Mugwort Court

Centering
Chapter 6

September 30, 1984

Tabs
Chapter 5

Indentation
and Margins
Chapter 5

Dear Ms. McDonald:

I am happy to report that, after extensive investi-
gation, we have located a copy of The Economic and Poli-
tical Development of Modern Canada, by Rosemary Sieyès.

Hyphenation
Chapter 8

Compound
Characters
Chapter 13

Superscripts
and Subscripts
Chapter 13

Unfortunately, this copy is in Seahorse Point, a
small town on Southampton Island, located approximately
30° N latitude, 85° W longitude, north of Hudson Bay. If
you wish to pursue this inquiry, please let us know.

Stored
Text
Chapter 15

Since you are one of our regular customers, we are
happy to offer you a 15% discount on the following books,
which we believe may be of interest to you:

Line Spacing
Chapter 5

The Origami Encyclopedia, by Fredrick M. Ratchet,
Teasburrough Press, 1978, for \$4.98.

Underlining
and Bolding
Chapter 6

Daily Life in Eighth Century Japan, by Dr. I. H. Felp,
Horncover & Sons, 1981, for \$7.50.

Bamboo Cultivation: A Guide for the Beginner, by Richard
and Eileen Grasstoe, Estherhazel Books, Inc., 1950, for
\$2.85.

A Critical Bibliography of the Works of A. A. Milne, by
Robin Christopherson, Teasburrough Press, 1982, for
\$5.20.

Purple Thunder, by Clayton R. Emeraus, Touchwood
Publishing, 1981, for \$2.75.

Pagination
Chapter 9

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Chapter 10

Introduction

The DECmate II word processing system helps you handle text and documents. Text you type from a keyboard appears on the screen. Once the text is typed, you can file it (save it) as a document on a diskette to use later. At any time, you can call the text back to the screen and edit (change) the document. You can print the document at any time, making as many copies as you need. Screen displays, called *menus*, help you decide which tasks to perform.

This *User's Guide* explains the various features and how to perform tasks on DECmate II.

System Overview

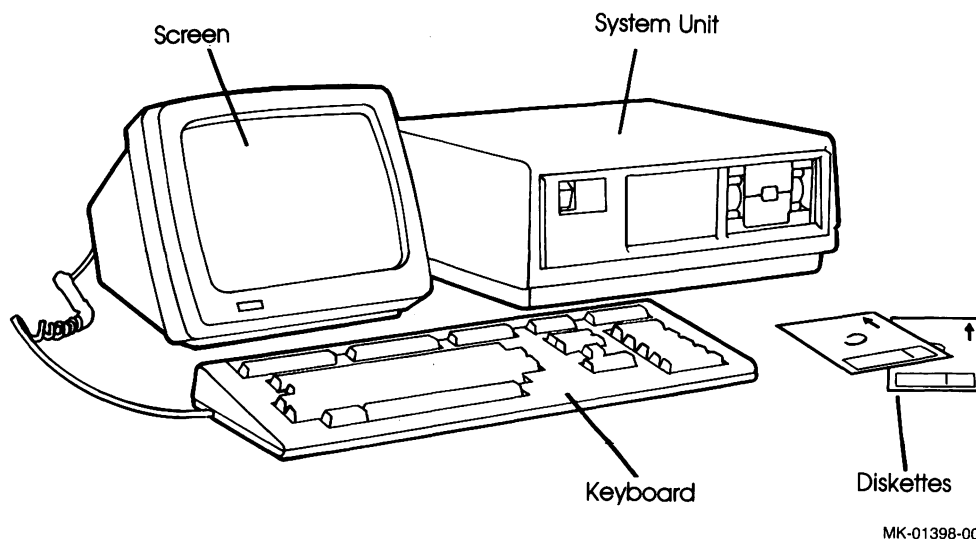


Figure 1 The DECmate II Hardware

The DECmate II word processing system contains a keyboard, a display screen, a system unit, diskettes, diskette drives, and one or more printers.

The *keyboard* is used to give commands and to type text into a document. Chapter 2 gives the general rules for using the keyboard and Chapter 3 explains the menu options.

The *screen* shows the contents of documents, menus, and other messages that help you use your word processor.

The *system unit* contains the computer and the diskette drives. The computer controls the word processing system: the keyboard, the screen, diskettes, the diskette drives, and the printers.

The *diskettes* have a magnetic surface that stores information. You received a system diskette with your DECmate system. This diskette contains the word processing software. Software makes the DECmate word processor work as described in this manual. You create documents and store them on document diskettes. Chapter 4 discusses document diskettes and how to create, store, and retrieve documents.

The diskette drives read and write information on the diskettes. Your DECmate word processor can have two, four, six, or eight diskette drives. One drive holds the system diskette. The other drive or drives hold document diskettes.

The drives built into your DECmate are RX50 drives; they handle 5¼-inch diskettes. Your system may have two or four RX50 drives, numbered 0, 1, 2, and 3.

You can add on two or four drives for 8-inch diskettes (RX01 or RX02 drives). These drives are numbered 4, 5, 6, and 7.

All 5¼-inch diskettes are double density diskettes; 8-inch diskettes can be either single or double density. Double density diskettes hold about 50% more information than single density diskettes.

All diskettes use the same procedures for most tasks. When procedures differ, they are explained in this manual and in messages on the screen.

You can also add a Winchester to your DECmate system. The Winchester reads and writes information on *disks*. A disk is similar to a diskette in that it records information on a magnetic surface. However, the disk is permanently mounted in the system unit and has a much larger storage capacity than a diskette. For more information on using the Winchester disk, see Appendix B of this *User's Guide*.

Printers come in two types: draft printers and letter quality printers. Draft printers produce documents at high speed, for rough drafts. Letter quality printers are slower than draft printers, but they produce higher quality print for final copies of a document.

Optional Features

The following features are also available on your DECmate system:

- Communications
- List Processing
- Math
- Sort
- DECspell

Communications allows your DECmate to exchange information with another DECmate unit or computer. You must have a direct cable or telephone link to another system.

List Processing allows your DECmate to produce many copies of a form document with certain information changing from one copy to the next. You might use List Processing to produce personalized form letters.

Math lets your DECmate do math calculations in a document you are editing or in a list document. During editing, DECmate performs the math calculation on each line after you enter the numbers. You can change the data, and DECmate recalculates the answers on each line. Math is performed in list processing once the records are selected.

Sort allows DECmate to rearrange a list document according to one or more of the fields in each record. You might use Sort to produce a specialized mailing list. Sort and List Processing are often used together.

*DECspell*¹ allows DECmate to check spelling accuracy in a document by comparing each word with a dictionary of valid spellings. This feature is optional and is purchased separately. To use this option, you must have the Z80 board installed in the DECmate system unit.

You may need to activate these features on your system diskette before you can use them. To activate an optional feature, you need the appropriate feature diskette. Then you must select the Activate option from the Maintenance Menu (see Chapter 3). Activating the feature takes only a few seconds.

More information on these features is found in the following DECmate documents: *Using Communications*, *Using List Processing*, *Using Math*, *Using Sort*, and *Using DECspell*.

¹ DECmate/DECspell uses the Houghton Mifflin dictionary, copyrighted by Houghton Mifflin Company, Boston, Massachusetts.

2

Fundamentals

This chapter discusses:

- Startup and shutdown of the system
- Keys on the Main Keyboard, Editing Keypad, Arrow Keypad and Special Function Keys
- Gold key features
- The cursor and how to move it

If you are new to DECmate II but familiar with word processors, read this chapter carefully. It gives enough information to make you familiar with your DECmate II. From that point, you should be able to “feel your way” guided by DECmate’s Main Menu. For more information on menus, read Chapter 3 after you have read this chapter on DECmate II fundamentals.

Startup

The DECmate II system startup procedure consists of:

- 1 Turning on the *hardware* – the terminal, drives, and any printers you have
- 2 Inserting the system diskette and closing the drive door

This section assumes that your system is correctly set up and plugged in to a power outlet. For more information on installing your system, consult the *DECmate II Installation Guide* or the *DECmate II Owner's Manual*.

DECmate II Getting Started explains how to start up and shut down your system.

Turning the System On

CAUTION: *Do not turn the power on or off while there are diskettes in the drives. Check the drives for any extra diskettes before turning the power on.*

- **To turn on your system:**

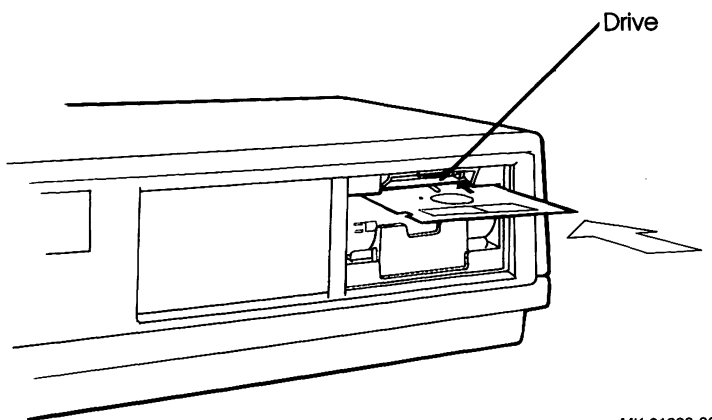
The power switch is on the system unit, marked with 1 (on) and 0 (off). Flip the switch to 1. You hear whirring from the ventilator fan when the unit goes on.

As the screen brightens, you see the name DECmate II. Insert your system diskette (see next section).

Inserting the System Diskette

- **To insert your diskette correctly:**
 - 1 Open the diskette drive labeled 0 by pushing on the side of the door. The drive door springs open. Remove any diskette left in the drive and return it to its protective envelope. Be careful to handle the diskette only near the label. Open drive 1.

- 2 Remove your system diskette (labeled **WPS THE BASICS RX50**) from its paper envelope. **NEVER** remove the black plastic jacket that encloses the diskette. Hold the diskette by the label and insert it into drive 0. The system diskette always goes in drive 0. Make sure the arrow on the label lines up with the colored tab on the drive. Close the drive 0 door. Leave the drive 1 door open.



MK-01399-00

Figure 2 Inserting the System Diskette

NOTE: If your system has RX01 or RX02 (8-inch diskette) drives, make sure they are all turned on before you insert the system diskette. DECmate cannot use a drive that was off when the system diskette was inserted.

The system diskette contains three informational documents: Customer Notes, Using the Mini-Exchange, and Enabling the Technical Character Set.

Be sure to read the Customer Notes before using any advanced word processing features. Read the other two documents if you have a Mini-Exchange or you want to use the technical character set when communicating with a host system. See the preface of this *User's Guide* for information on how to view and print these documents.

Setting Date and Time

When you insert your system diskette and close the door of drive 0, the screen shows the letters ABC, then displays the Date/Time Menu. More information on the Date/Time Menu is given in Chapter 3.

- **To set the date and time:**

Type the correct date and time as the screen instructs, and press RETURN. Or just press RETURN to bypass the Date/Time Menu.

The first page of the Main Menu now appears on your screen. Notice that the date and time appear in the upper-right corner of your screen. Notice also the blinking light in the upper right-hand corner of the screen. This is the *cursor*. It acts as a marker to show where you are typing.

The Main Menu lists choices of things you can tell your word processor to do. DECmate is designed so that you can always come back to this list of options. The Main Menu is explained in more detail in Chapter 3.

You can now insert your document diskette in drive 1, if you have not already.

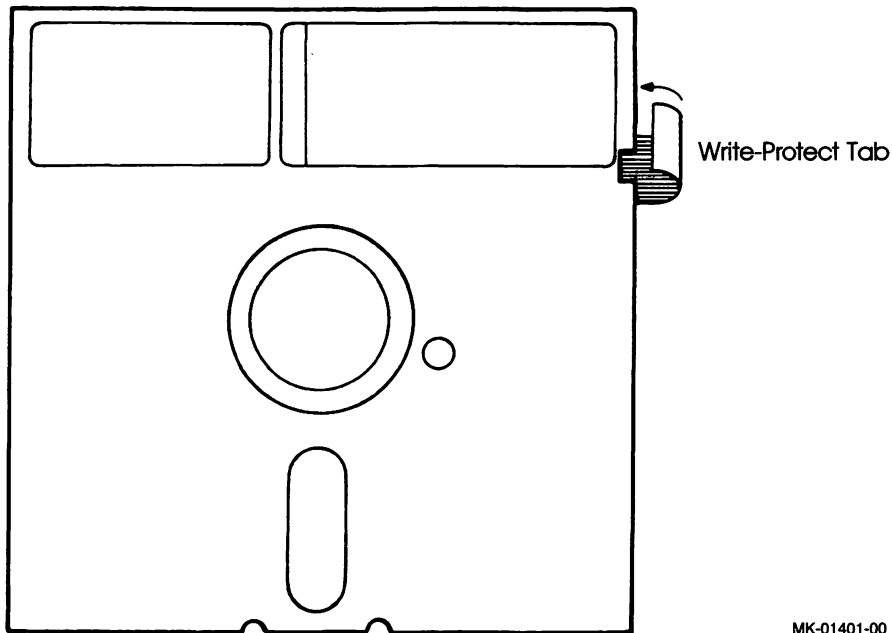
Inserting the Document Diskette

- **To insert your diskette correctly:**

Remove your document diskette from its paper envelope. NEVER remove the black plastic jacket that encloses the diskette. Hold it by the label and insert it into drive 1. Make sure the arrow on the label lines up with the colored tab on the drive. Close the drive 1 door.

NOTE: Be sure to use an initialized diskette in drive 1. If the diskette is not initialized, you may be unable to use your DECmate system. For information on initializing diskettes, see Chapter 3, *Prepare a Diskette (Initialization)*.

NOTE: Be sure the document diskette does not have a write-protect tab on the side. You cannot create documents on a write-protected diskette.



MK-01401-00

Figure 3 Diskette with Write-Protect Tab

Shutdown: Turning the System Off

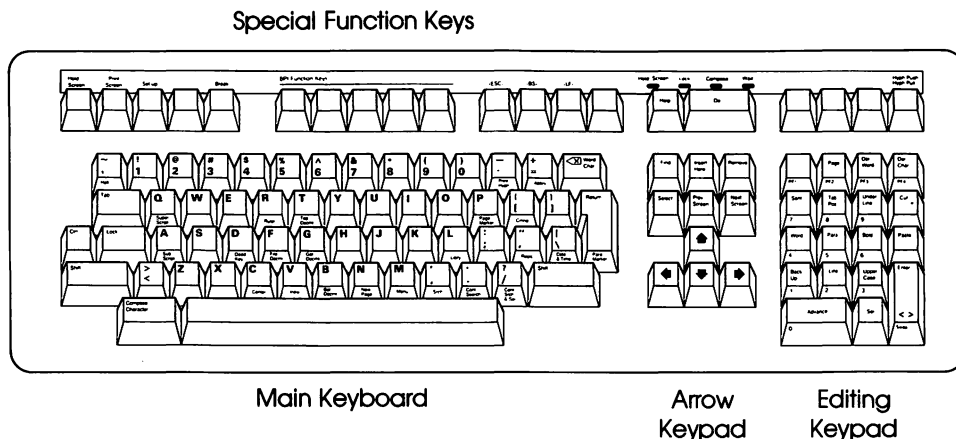
- **To stop working for a short time**, type F from the Main Menu and press RETURN. DECmate displays a *Finished* message.
- **To stop working for the day**, type F from the Main Menu and press RETURN. Remove the diskettes, and press the power switch to off (0). Turn off the printer, if necessary.

You do not have to shut the power off unless you will be gone for several hours or are finished for the day.

NOTE: Do not turn the power off or on while there are diskettes in the drives. Always return your diskettes to their protective envelopes and place them in their box at the end of the day.

NOTE: Do not remove diskettes from the RX50 drives (the drives in the system unit) when the red drive lights are on.

Main Keyboard



MK-01400-00

Figure 4 The DECmate II Keyboard

DECmate's terminal has a keyboard with four parts:

- 1 *Main Keyboard*, on the left
- 2 *Editing Keypad*, on the far right
- 3 *Arrow Keypad*, on the near right
- 4 *Special Function Keys*, in a row at the top

The Main Keyboard is similar to a typewriter keyboard. Pressing a letter, numeral, or symbol key produces that character.


You usually see the character on the screen as you press the key. If the system is doing another task, such as calling a document to the screen, it does not display the characters you type until it finishes that task. You can continue typing even though you cannot see the characters yet.

The alphabetic keys have a single letter on their tops. (The gold lettering on the front of these keys is discussed later in this chapter.) These letter keys produce uppercase and lowercase letters. The numeral and symbol keys also produce two characters, such as 2 and @; both are shown on the top of the key. To make the lower of the two symbols or the lowercase letter, simply press the key. To make the upper symbol or uppercase (capital) letter, press the key while holding down the SHIFT key.

When you press a key, it normally takes effect once, on the downward stroke of the key. The terminal produces a clicking sound. You can produce visible characters repeatedly by simply holding down the key you want to repeat. DECmate acts as though you pressed that key a number of times.

Some keys on the Main Keyboard have special uses, which are described in Table 1.

Table 1 Main Keyboard Keys with Special Uses

Key	Function
LOCK	Makes the keyboard act as though the SHIFT key were down. Lights the lock light on the keyboard and makes every letter you type come out capitalized. <i>Unlike a shift lock key, however, LOCK affects only the 26 alphabetic keys.</i> Press it again to release it. See Chapter 6 for information on capitalizing text.
CTRL	Used with the Rubout key and in communications. If you accidentally press this key while using communications, it may affect other keys. To resume normal operations, hold down CTRL and press Q.
RETURN	<i>When you are editing a document, pressing RETURN inserts a hard return in your document, and moves the cursor to the start of the next line. Any text to the right of the cursor moves down one line with it. Do not try to use RETURN to move the cursor, as this changes the spacing of your text. When DECmate is displaying a menu, pressing RETURN ends the command or option you have just typed.</i>
Rubout 	Erases the character to the left of the cursor. It also erases words (if you hold down CTRL and press Rubout), lines (if you press Gold Rubout), or sentences (if you press Gold, hold down CTRL, and press Rubout).

(continued)

Table 1 Main Keyboard Keys with Special Uses (Cont.)

Key	Function
SHIFT	Holding down the SHIFT key while you press another key produces the uppercase of a character key or the upper character of a numeral or symbol key. Other uses of the SHIFT key are discussed where appropriate in this manual.
Space bar	Pressing the space bar inserts a character space into your document and advances the cursor. Any text beyond the cursor is moved to the right. Do not use the space bar to move the cursor, as this changes the spacing of the text.
TAB	Pressing the TAB key puts a tab marker into your document and moves the cursor to the next tab position. Any text beyond the cursor is moved so that it is still beyond the cursor. Do not try to use the TAB key to move the cursor, as this changes the spacing of the text. Chapter 5 explains how to set tab positions.

Special Function Keys

The special function keys are the row of keys at the top of the keyboard. Word processing uses only the HOLD SCREEN, PRINT SCREEN, SET-UP, LOC CMND, HELP, and HYPH PUSH keys.

Table 2 Special Function Keys with Word Processing Uses

Key	Function
HOLD SCREEN	Used to freeze the screen. When you press Hold SCREEN, DECmate cannot put any new text on the screen. The HOLD SCREEN light comes on and the text you enter does not appear on the screen, although DECmate receives the text. To release the screen, press HOLD SCREEN again. The HOLD SCREEN light goes out and DECmate responds to any keys you may have pressed while the screen was frozen. The screen displays the first few words of any text you may have entered.
PRINT SCREEN	Used to print the current display. When you press PRINT SCREEN, DECmate prints out any text displayed on the screen, then moves the printer to the top of the next page. Do not use PRINT SCREEN while printing out a document.
SET-UP	Used to change characteristics of the screen and keyboard. For more information, see the Appendix on SET-UP.
LOC CMND	Used during communications with a host system. Has the same function as the backslash (\) key on the Main Keyboard. Can be used instead of the backslash in \R, \H, \S, and \Q.
HELP	Used when you are editing a document to display the Help Menu. Chapter 3 explains how to use the Help Menu.
HYPH PUSH	Used to hyphenate words at the end of a line. See Chapter 8, Push and Pull Hyphens, for more information.

Editing Keypad

The Editing Keypad, to the far right of the Main Keyboard, contains command keys. Most of these keys are for editing commands.

Ignore the writing on the front of the editing keys. These labels apply to software other than word processing.

Neither the SHIFT nor LOCK keys on the Main Keyboard affect the editing keys.

Table 3 explains the keys on the Editing Keypad.

Table 3 Editing Keys

Key	Function
< >	Used with the ADVANCE or BACK UP keys to position cursor after the next or previous right angle bracket (>).
ADVANCE	Used with the distance keys (described in Table 6) to advance the cursor through a document. Other uses are described in this manual as appropriate.
BACK UP	Used with the distance keys (described in Table 6) to move the cursor in reverse through a document. Other uses are described in this manual as appropriate.
BOLD	Makes text bolded. See Chapter 6, Bold Text.
CUT	Cuts text out of a document and puts it into the paste area. See Chapter 7, Cut.
DEL CHAR	Deletes the character at the cursor.
DEL WORD	Deletes the character at the cursor and all the text up to the next word.
Gold key	Activates the feature indicated by the gold lettering on the front of the Main Keyboard keys. See Table 4. Also used with the keys on the Editing and Arrow Keypads to perform special functions. See Tables 5 and 5A.

(continued)

Table 3 Editing Keys (Cont.)



Key	Function
LINE	Used with ADVANCE to move the cursor to the first character of the next line and successive lines. Used with BACK UP to move the cursor to the start of the line the cursor is on and preceding lines. Also used with the highlighting feature (Chapter 6) and select feature (Chapter 7).
PAGE	Used with ADVANCE or BACK UP to move the cursor to the next or preceding page ending mark. Also used with the highlighting feature (Chapter 6) and select feature (Chapter 7).
PARA	Used with ADVANCE or BACK UP to move the cursor to the beginning of the next paragraph or preceding paragraph. Also used with the highlighting feature (Chapter 6) and select feature (Chapter 7).
PASTE	Puts text saved in the <i>paste area</i> into the document at the cursor.
SEL	Selects a piece of text for cutting or highlighting. See Chapter 7, Select, and Chapter 6.
SENT	Used with ADVANCE or BACK UP to move the cursor one <i>sentence</i> forward or in reverse. Also used with the highlighting feature (Chapter 6) and select feature (Chapter 7).
TAB POS	Used with ADVANCE or BACK UP to move the cursor one tab position forward or in reverse. Also used with the highlighting feature (Chapter 6) and select feature (Chapter 7).
UNDER LINE	Underlines text. See Chapter 6, Underline Text.
UPPER CASE	Capitalizes text (puts text in uppercase letters). See Chapter 6, Capitalize Text.
WORD	Used with ADVANCE or BACK UP to move the cursor one <i>word</i> forward or in reverse. Also used with the highlighting feature (Chapter 6) and select feature (Chapter 7).

Gold Key Uses

- **To invoke a Gold key function**, press Gold and the appropriate gold-lettered key. Or press Gold and the appropriate Editing or Arrow Keypad key.
- **To cancel a Gold key function**, press Gold HALT.

The Gold key is in the upper-left corner of the Editing Keypad. When you press Gold, and then a key with gold lettering on the front, DECmate does what the gold lettering says. Most of the gold lettering refers to special tasks your DECmate can perform.

In this manual, the command sequences using the Gold key are written as a single keystroke. *Press Gold MENU* means press the Gold key, let it up, then press the M key, since the word MENU appears in gold on the front of the M key.

Some keys on the Editing Keypad (such as ADVANCE, BACK UP, PAGE, or PASTE) and Arrow Keypad (such as  and ) also act differently when you press the Gold key first. That is, Gold PAGE is a different command from PAGE.

The Gold key is also used to invoke user-defined keys (UDKs). For more information on UDKs, see Chapter 16.

You can cancel most Gold key functions by pressing Gold HALT. If you accidentally press the Gold key, press the HALT key to cancel the effect of the Gold key. If your word processor is not performing a task, Gold HALT has no effect.


Table 4 explains the gold lettering on the front of the Main Keyboard keys. Table 5 explains the effect of the Gold key on the other editing keys. Table 5A explains the effect of the Gold key on the Arrow Keypad keys.

Table 4 Main Keyboard Gold Key Commands

Main Keyboard Key	Gold Key Command	Result
A	SUB SCRIPT	Makes the character at the cursor or selected text print a half-line lower than the rest of the text. See Chapter 13, Subscripts and Superscripts.
B	BOT DOCMT	Go to bottom of document. Screen displays a message while DECmate relocates to the bottom of the document. Stop the cursor by pressing Gold HALT.
C	CENTER	Centers a line of text between the margins with an invisible centering mark. Moves the cursor to the beginning of the next line. See Chapter 6, Center Text.
D	DEAD KEY	Combines the character at the cursor with the character before (to the left of) it. Indicated by a special symbol (⌘) on the screen. During printing, the combined characters are printed on top of one another to form a <i>composite character</i> . See Chapter 13, Composite Characters.
F	FILE DOCMT	Files the document you are editing after making all your changes on the diskette. Returns you to the Main Menu.
G	GET DOCMT	Copies the document you indicate from the diskette and inserts it at the cursor in the document you are editing. The operation can be ended at any point by pressing Gold HALT. See Chapter 7, Get Document.
L	LIBRY	Uses text previously typed into the library document (see Chapter 15). Text is inserted into the current document at the cursor when you type the appropriate keyword.
M	MENU	Returns you to the Main Menu from any other menu or the Index. Displays the Editor Menu if invoked while you are editing a document.

(continued)

Table 4 Main Keyboard Gold Key Commands (Cont.)

Main Keyboard Key	Gold Key Command	Result
N	NEW PAGE	Inserts a NEW PAGE mark into the document before the line the cursor is on. Moves text to the top of a new page when printing the document. See Chapter 9.
P	PAGE MARKER	Inserts a PAGE MARKER in the document before the line the cursor is on. Moves text to the top of a new page only when the print setting is AP NO. See Chapter 9.
Q	SUPER SCRIPT	Makes the character at the cursor or selected text print a half-line higher when the document is printed. See Chapter 13, Subscripts and Superscripts.
R	RULER	Displays the current ruler for inspection or changing. See Chapter 5, Display a Ruler.
T	TOP DOCMT	Goes to top of document. DECmate files the document, then calls document up for editing. Cursor is located at top of document. Gold HALT cannot cancel Gold TOP DOCMT.
V	VIEW	Displays text in <i>view mode</i> . Canceled by pressing Gold VIEW again. See Chapter 17.
RETURN	PARA MARKER	Marks a new paragraph instead of a hard return. Invokes a paragraph indent when there is a P in the ruler (see Chapter 5, Paragraph Indent).
Rubout 	Rub line	Erases the character to the left of the cursor and all previous characters to the beginning of the line. If you press Gold, hold down the CTRL key and press Rubout, it erases all characters to the beginning of the sentence.
Space Bar	Nonbreaking Space	Enters a space that DECmate treats as part of the word. DECmate does not end lines at nonbreaking spaces. See Chapter 4, Non-breaking Spaces.

(continued)

Table 4 Main Keyboard Gold Key Commands (Cont.)

Main Keyboard Key	Gold Key Command	Result
–	PRINT HYPH	Creates a breaking hyphen or an invisible hyphen. See Chapter 8, Types of Hyphens.
=	ABBRV	Uses text stored in the abbreviation document (see Chapter 15). Text is inserted into the current document at the cursor when you type the appropriate two-character abbreviation.
` (accent)	HALT	Halts (cancels) various operations such as Gold BOT DOCMT or Gold ADVANCE. Discussed where appropriate in this manual.
[CMND	Defines control command, such as those that print headers or footers. See Chapter 10, Create Control Commands.
' (apostrophe)	REPLC	Replaces the selected text with the text in the paste area. Usually used with the search function. See Chapter 14, Search and Replace.
, (comma)	SRCH	Allows a user to define a search phrase. Pressing RETURN, ADVANCE, or BACK UP begins the search for the specified phrase (see Chapter 14). If the phrase is found, the cursor is positioned at the first character of the phrase.
. (period)	CONT SRCH	Allows the user to continue the search after the first occurrence of the search phrase is found. See Chapter 14, Continue Search.
/	CONT SRCH & SEL	Allows the user to continue the search for the search phrase and mark it with the select mark. See Chapter 14, Search and Replace.
\	DATE & TIME	Inserts a date and time stamp into the document you are editing. The date and time are permanently entered and are not automatically updated. See also Chapter 3, Date/Time Menu.

NOTE: *The Gold key must be pressed before the editing key in order for the special function to take effect. If an editing key is not listed in this table, pressing the Gold key before that key has no effect.*

Table 5 Editing Keypad Gold Key Commands

Editing Key	Gold Function
< > (SWAP)	Exchanges the character at the cursor with the character immediately following and moves the cursor forward with the character being swapped. Chapter 4 discusses using Gold SWAP to correct errors.
ADVANCE	Advances the cursor rapidly through the document, until you halt the process or the end of the document is reached. The text appears to scroll up the screen. Gold HALT stops the cursor.
BACK UP	Moves the cursor rapidly backwards through the document, until you halt the process or the top of the document is reached. The text appears to scroll down the screen. Gold HALT stops the cursor.
BOLD	Reverses the effect of the BOLD key. Text is unbolded, or returned to regular intensity and printed normally. See Chapter 6, Bold Text.
CUT	Used with the SEL key to copy text into the paste area without removing it from the original document. See Chapter 7, Cut to Copy.
DEL CHAR	Reverses the effect of DEL CHAR, DEL WORD, Rubout, Gold Rubout, CTRL Rubout, and Gold CTRL Rubout. Text just deleted or erased is <i>restored</i> .
DEL WORD	Has the same effect as Gold DEL CHAR.
PAGE	Counts down from the top of the current page the number of lines in the CT (Current Text) setting. Then the system automatically inserts a PAGE MARKER. See Chapter 9, Manual Pagination.
PASTE	Inserts the text in the paste area (including rulers) into the document being edited. See Chapter 7, Paste.
UNDER LINE	Reverses the effect of the UNDER LINE key. Text is no longer underlined. See Chapter 6, Underline Text.
UPPER CASE	Reverses the effect of the UPPER CASE key. Text returns to lowercase. See Chapter 6, Capitalize Text.

Arrow Keypad

The Arrow Keypad, between the main keyboard and the editing keypad, contains command keys. Most of these keys are for easy cursor movement. Table 5A explains the Arrow Keys.

Table 5A Arrow Keypad Keys

Key	Function
FIND	Same as Gold SRCH. Allows you to define a search phrase. Pressing RETURN, ADVANCE, or BACK UP begins the search for the phrase (see Chapter 14). If the phrase is found, the cursor is positioned at the first character of the phrase.
INSERT HERE	Same as PASTE. Puts text from the <i>paste area</i> into the document at the cursor location. Gold INSERT HERE is the same as Gold PASTE. See Chapter 7.
REMOVE	Same as CUT. Cuts text out of a document and puts it into the paste area. Gold REMOVE is the same as Gold CUT. See Chapter 7.
SELECT	Same as SEL. Puts a select mark in front of a piece of text for cutting or highlighting. See Chapters 6 and 7.
PREV SCREEN	Moves the display back to the previous screen of text.
NEXT SCREEN	Moves the display forward to the next screen of text.
⬆ (Up Arrow)	Moves the text back one line. The cursor stays on the last line of text. If there is text above the cursor, the cursor stays in the same column when the display backs up. If there is no text above the cursor, the cursor moves forward or back (as appropriate) to the next editable character. Gold ⬆ is the same as Gold BACK UP.
⬇ (Down Arrow)	Moves the text forward one line. The cursor stays on the last line of text. If there is text below the cursor, the cursor stays in the same column when the display moves forward. If there is no text below the cursor, the cursor moves forward or back (as appropriate) to the next editable character. Gold ⬇ is the same as Gold ADVANCE.

(continued)

Table 5A Arrow Keypad Keys (Cont.)









Key	Function
➡ (Right Arrow)	Same as ADVANCE. Moves the cursor one position to the right, wrapping to the next line if necessary. Gold ➡ moves the cursor to the end of the line.
⬅ (Left Arrow)	Same as BACK UP. Moves the cursor one position to the left, wrapping to the previous line if necessary. Gold ⬅ moves the cursor to the beginning of the line.

Cursor Movement

The cursor is always located on the last line of text on the display. As you move the cursor through a document, it does not move off the last line. Instead, the contents of the display shift up or down on your screen.

To type new text into a document or make other editing changes, move the cursor to the spot where you want to make the changes.

Cursor Direction

- Press ADVANCE or  to move the cursor **forward one character**.
- Press BACK UP or  to move the cursor **backward one character**.
- Press  to move the text **up one line**. If there is text above the cursor, the cursor stays in the same column. If there is no text above the cursor, the cursor moves forward or back (as appropriate) to the next editable character.
- Press  to move the text **down one line**. If there is text below the cursor, the cursor stays in the same column. If there is no text below the cursor, the cursor moves forward or back (as appropriate) to the next editable character.
- Press Gold  to move the cursor to the **end of the line**.
- Press Gold  to move the cursor to the **beginning of the line**.
- **To move the cursor a given distance**, press ADVANCE or BACK UP to indicate direction. Then press the appropriate distance key(s) to determine how far to move the cursor. See Table 6.
- **To rapidly advance to the bottom of the document**, press Gold ADVANCE, Gold  or Gold BOT DOCMT.
- **To rapidly back up to the top of the document**, press Gold BACK UP, Gold , or Gold TOP DOCMT.
- **To cancel cursor movement**, press Gold HALT. Gold TOP DOCMT does not stop if you press Gold HALT.

The direction switches to forward when:

- You type any keys other than distance keys.
- The cursor reaches the top of the document.

Gold BOT DOCMT is faster than Gold ADVANCE or Gold ▼ but it does not scroll text up the screen. Likewise, Gold TOP DOCMT is faster than Gold BACK UP or Gold ▲, but it does not scroll text down the screen.

Table 6 Distance Keys

Key	Function
PAGE	Advance or back up one page. Pages are separated by page-end marks. If there are no page-end marks, the cursor goes without stopping to the bottom or top of the document, as indicated by ADVANCE or BACK UP.
SENT	Advance or back up one sentence. Sentences are separated by a period, question mark, exclamation point, hard return, or a page-end mark.
PARA	Advance or back up one paragraph. Paragraphs are separated by either two hard returns or one paragraph marker, or by a page-end mark.
LINE	Advance or back up one line. A line is the text displayed between the left and right margins.
WORD	Advance or back up one word. Words are separated by spaces or any invisible characters, such as tabs and hard returns.
TAB POS	Advance or back up one tab position. This key moves the cursor to the next tab position (indicated by certain characters in the ruler) or start of a line.
< >	Advance or back up to the next > (right angle bracket) character in the document.

If the cursor cannot move the full distance shown on the distance key, it moves as far as possible. For example, if you press ADVANCE PARA when you are on the last line of the document, the cursor moves to the end of the line.

3

Menus and Options

This chapter discusses:

- Selecting options from menus
- Main Menu
- Editor Menu
- Print and Stop Printer Menus
- Diskette Maintenance Menu, including activation, backup, copy, initialization, verification, and formatting options
- Date/Time Menu

Menus

- **To select an option from a menu**, type the abbreviation for the option. Press RETURN.
- **To erase errors** while displaying a menu, press the Rubout key or CTRL Rubout.

Menus and Options

DECmate uses *menus* to guide you from task to task. A menu lists the options you have available and the abbreviation to type to invoke each option. After you type the date and time at the Date/Time Menu, you see the Main Menu of options. For instance, one line from the Main Menu reads:

```
C = Create a letter or document
```

This tells you to type C to create a letter or document.

The name of the menu is in the upper-left corner of the screen: MAIN MENU, EDITOR MENU, PRINT MENU, and so on. The date and time are in the upper-right corner. The bottom line of the screen shows the option that you type.

You may use either uppercase or lowercase letters. After you type your selection, press RETURN. Every menu reminds you to press RETURN, using words such as:

```
Type the letter(s) and then press RETURN.
```

After you select an option, DECmate may need more information. In the example above – creating a letter or a document – DECmate needs to know what name to give the document. If you type C and then press RETURN, DECmate prompts you for the document name in a separate display.

A shortcut is to type the additional information on the same line as the option you selected. In this case, you could type C, press the space bar, type the document name, and then press RETURN.

Before you press RETURN, you can correct mistakes.

- Pressing the Rubout key erases the last character you typed.
- Pressing CTRL Rubout erases the last word you typed.

The bottom line of the display shows what you have typed up to that point.

If you do not correct mistakes before pressing RETURN, DECmate may perform the wrong task. If your mistake makes no sense, the system sends you a message about the error. For example, if you type "E Tavle" instead of "E Table" and press RETURN, the system responds:

```
Drive 1 does not have a document named Tavle
```

```
Press RETURN to try another name.
```

The DEL CHAR and DEL WORD keys do not work when you are typing from a menu. Use only the Rubout key and CTRL Rubout.

Main Menu

The Main Menu is the central menu in word processing. From it you select major options, such as creating or printing a document, looking at an index, or running list processing. Table 7 lists the options on the Main Menu.

Select an option by typing its abbreviation and pressing RETURN.

Each page of the Main Menu gives the M (More) option. If you type M and press RETURN, DECmate displays the next page of options. If DECmate was displaying the last menu page, it then displays the first one. You can invoke an option from the Main Menu *even if it is not on the page displayed*.

Pressing Gold MENU usually recalls the Main Menu. However, while you are creating or editing a document, pressing Gold MENU calls the Editor Menu, not the Main Menu. To recall the Main Menu, you must file the document you are working on.

If Gold MENU calls a menu other than the Main Menu (such as the Editor Menu), pressing Gold MENU a second time usually returns you to the Main Menu.

When you make certain kinds of mistakes, such as typing the wrong word to invoke a menu option, DECmate wants you to be aware that you made

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the mistake. It gives you a *system message* to read before you can return to the Main Menu. In the previous example, you typed "Tavle" instead of "Table." When you press RETURN as directed by the message, the display responds:

```
Type the name of the document you want to edit and Press RETURN
OR Press Gold MENU to recall the Main Menu.
```

Hint. To return to the first page of the Main Menu when any other page of the Main Menu is displayed, press Gold MENU.

Table 7 Main Menu Options

Option	Description
First Page of Main Menu	
C	Create a new letter or document. See Chapter 4, Create a Document.
E	Edit an existing letter or document. See Chapter 4, Edit a Document.
P	Print a letter or document. The document must already exist. See Chapter 4, Print a Document.
I	Index of letters and documents on file. The index is discussed in Chapter 4, Index of Documents.
D	Delete a document. The document must already exist. Discussed in Chapter 4, Delete a Document.
F	Finished using the system. Use this option when you stop working on DECmate. Always type this option before turning off the power to your word processor. See Chapter 2, Shutdown: Turning the System Off.
M	More Main Menu selections. The More option is listed on each page of the Main Menu and is used to display the next page of the menu.

(continued)

Table 7 Main Menu Options (Cont.)

Option	Description
Second Page of Main Menu	
S	Stop printing. See Chapter 12, Table 14.
R	Resume printing. See Chapter 12, Table 14.
N	New page, bring the printer to the top of the paper. See Chapter 12, Advancing the Paper.
SL	Store list of documents waiting to print. See Chapter 11, Store a Print List.
RL	Retrieve list of documents waiting to print. See Chapter 11, Retrieve a Stored Print List.
CI	Copy index into a document. Discussed in Chapter 4, Copy the Index
M	More main menu selections. The More option is listed on each page of the Main Menu and is used to display the next page of the menu.
Third Page of Main Menu	
SO	Set system options. Invokes the System Options Menu, which lists various communications and printer settings. For more information, refer to <i>Using Communications</i> .
MC	Maintenance commands for diskettes. Invokes the Diskette Maintenance Menu, discussed later in this chapter.
RD	Reset Date/Time. Recalls the Date/Time Menu, discussed later in this chapter.
DK	Define user keys. See Chapter 16, Create and Change UDKs.
LP	List processing. This option appears on the menu only when List Processing is active on your system. See <i>Using List Processing</i> .
SR	Sort. This option appears on the menu only when Sort is active on your system. See <i>Using Sort</i> .

(continued)

Table 7 Main Menu Options (Cont.)

Option	Description
M	More Main Menu selections. The More option is listed on each page of the Main Menu and is used to display the next page of the menu. If you are on the last page of the Main Menu, it returns you to the first page.
Fourth Page of Main Menu	
DS	DECspell – Spelling Checker & Corrector. See <i>Using DECspell</i> .
PD	Load personal dictionary. See <i>Using DECspell</i> .
CX	Character transmission. Connects DECmate to another computer. This option appears on the menu only when Communications is active on your system. Refer to <i>Using Communications</i> .
DX	Document transmission with a WP system. This option appears on the menu only when Communications is active on your system. Refer to <i>Using Communications</i> .
AX	Automatic document transmission. This option appears on the menu only when Communications is active on your system. Refer to <i>Using Communications</i> .
LG	Logon to HOST system. This option appears on the menu only when Communications is active on your system. Refer to <i>Using Communications</i> .
M	More Main Menu selections. The More option is listed on each page of the Main Menu and is used to display the next page of the menu. Since you are on the last page of the Main Menu, it returns you to the first page.

Editor Menu

Access the Editor Menu by typing Gold Menu while you are creating or editing a document. The Editor Menu options relate to processes you might need while you are creating or editing a document. Two options appear on both the Main Menu and the Editor Menu: R (Resume Printing) and DK (Define User Keys).

To return to the cursor position in the document you were editing, press RETURN.

Table 8 Editor Menu Options

Option	Description
F	File document and recall Main Menu. If you choose not to use any of the Editor Menu options, you can type F and press RETURN to file the document.
PG	Pagination (automatic Gold PAGE). Selecting this option begins an automatic Gold PAGE operation at the line the cursor is on in the document you were editing. For more information, see Chapter 9.
MA	Math interactive mode (MA NO). The MA setting only takes effect when Math is active on your system and you are using Editor Math. With MA YES, math calculations are done on each line as you advance through the document. With MA NO, lines are not calculated as you scroll back and forth through the document. For more information, see <i>Using Math</i> .
AD	Abbreviation document (AD 0.2). Designates a document as the abbreviation document. Normally, you create your abbreviation document on the system disk as document 0.2. But any document can serve as an abbreviation document, if the text in that document is correctly formatted. For more information on abbreviation documents, see Chapter 15.
CT	Current text lines/page (CT 54). The current text size (CT) setting affects only the text size of the <i>current</i> document. Changing the CT setting changes the text size of only the document you are editing. All the other documents use the standard text size, or the CT settings of the individual documents. For more information on text size, see Chapters 9 and 11.
ST	Standard text lines/page (ST 54). The standard text size (ST) setting is the number of lines of text on the page, not including the top and bottom margins. You can change the ST setting, which changes the text size of all <i>new</i> documents you create. The text size of the document you are currently editing does not change. For more information, see Chapter 9, Text Size. See also Vertical Layout in Chapter 11.

(continued)

Table 8 Editor Menu Options (Cont.)

Option	Description
R	Resume printing. The R option is used if the printer stops for a reason such as end of ribbon. Type R from the Editor Menu and press RETURN to resume printing. DECmate returns you to the cursor position in the document you were editing. If you wish to see the printer status message, you must file the document you are working on. Then access the Stop Printer Menu by typing S from the Main Menu. For more information on the Stop Printer Menu, see Chapter 12.
DK	Define user keys. Same as the DK option on the Main Menu. Allows you to define user-defined keys (UDKs). See Chapter 16, Create and Change UDKs.
GS	Global Search and Replace. Global search-and-replace finds each occurrence of a specified phrase and replaces it with text from the paste area. You might use the GS option if you misspelled a word many times in a document. Global search-and-replace replaces that word with its correct spelling everywhere you misspelled it. For more information on global search-and-replace, see Chapter 14.
LD	Library document (LD 0.3). Designates a document as the library document. Normally, you create your library document on the system disk as document 0.3. But any document can serve as a library document if it is correctly formatted. For more information on library documents, see Chapter 15.
ES	Editor status (ES 2). Editor status allows you to control the display of the status line and current ruler during editing. Valid settings are 0, 1, 2, 3. ES 0 displays no status line and no current ruler; ES 1 displays the status line in reverse screen mode; ES 2 displays the status line in reverse screen mode and the current ruler; ES 3 displays the status line in normal screen mode and the current ruler.

Print Menu and Stop Printer Menu

Access the Print Menu by typing P and the document name from the Main Menu. See Chapter 11.

Access the Stop Printer Menu by typing S from the Main Menu. See Chapter 12.

Maintenance Menu

The Maintenance Menu is accessed by typing MC from the Main Menu. Options on this menu prepare your diskettes or disk for use, check them for any errors, or copy diskettes and disk volumes.

Table 9 Maintenance Menu Options

Option	Description
A	Activate optional features. Discussed later in this chapter under Activate Optional Features.
B	Make a BACK UP copy of your diskette. Discussed later in this chapter under Copy a Diskette (Backup) and in Appendix B.
C	Copy document. Discussed later in this chapter under Copy Documents.
D	Initialize a document diskette. Discussed later in this chapter under Prepare a Diskette (Initialization) and in Appendix B.
S	Initialize a diskette and copy system only. Discussed later in this chapter under Prepare a Diskette (Initialization).
V	Verify the structure of a diskette. Discussed later in this chapter under Check Diskette for Errors (Verification) and in Appendix B.
FD	Format double density 8-inch diskette. Discussed later in this chapter under Format a Diskette. This option appears only if your system has RX01 or RX02 drives.
FS	Format single density 8-inch diskette. Discussed later in this chapter under Format a Diskette. This option appears only if your system has RX01 or RX02 drives.
W	Enter Winchester maintenance commands. This option displays only if your system has a Winchester disk. See Appendix B.

Activate Optional Features

If you select the A (Activate Optional Features) option from the Diskette Maintenance Menu, the Activate Features Menu is displayed. This menu lists all the options available.

- Communications
- List Processing

- Math
- Sort

If you are not sure which optional features are active on your system, check the Activate Features Menu. This menu lists the status of each optional feature as either *Active* or *Not Active*. To activate an optional feature, you must have purchased the appropriate feature diskette. After a feature has been activated, the status line for that feature is changed to *Active*. For more information on the Activate Features Menu, see the appropriate manual for that optional feature.

Copy a Diskette (Backup)

- **To make a backup copy of a diskette on a two-drive system:**
 - 1 Type B (Backup Diskette option) from the Maintenance Menu and press RETURN.
 - 2 Remove the system diskette from drive 0. Insert the diskette to receive the copy.
 - 3 Place the diskette to be copied into drive 1. The density of both diskettes must be the same.
 - 4 Type C (or COPY) and press RETURN.
- **To make a backup copy of a diskette on a multi-drive system:**
 - 1 Type B (Backup Diskette option) from the Maintenance Menu and press RETURN.
 - 2 Type the number of the drive that will hold the diskette you want to copy from, then press RETURN.
 - 3 Place the diskette to be copied in the drive you just specified.
 - 4 Type the number of the drive that will hold the diskette you want to copy to, then press RETURN.

- 5 Place the diskette to receive the copy in the drive you just specified. The density of both diskettes must be the same.
 - 6 Type C (or COPY) and press RETURN.
- **To make a backup copy of a Winchester disk**, follow the steps listed in Appendix B.

NOTE: *Always keep backup copies of diskettes in case a diskette becomes damaged or lost, or documents are accidentally deleted.*

Before copying a diskette, you should make sure the information on the diskette to be copied is readable. See Checking a Diskette for Errors (Verification), later in this chapter.

While DECmate is copying the diskette, a time clock appears on the screen. It takes about three minutes to copy a diskette. *You cannot stop* the transfer of documents.

When finished, DECmate gives you the choice of returning to the Main Menu or making another copy. Follow the directions in the display.

NOTE: *A new diskette used for a backup copy does not have to be initialized. An old diskette used for a backup copy loses any information already on it.*

The C (Copy Document) option on the Maintenance Menu allows you to copy individual documents rather than a whole diskette. Use the Copy option (discussed later in this chapter) if you want to copy specific documents or transfer documents between diskettes. Also, use the Copy option to copy documents between diskettes of *different densities*.

System Messages. To use the Backup option, both diskettes must be the same density. If they are not, DECmate advises you of the different formats and which diskette to change. You get one of these messages:

The densities of your diskettes are different.

You are trying to copy from single density to double density.

Please use a single density diskette for the copy.

or

You are trying to copy from double density to single density.

Please use a double density diskette for the copy.

After you have inserted a diskette of the proper density, press RETURN to begin the Backup operation. Or insert the system diskette in drive 0, and press Gold MENU to recall the Main Menu.

Copy Documents

NOTE: *You must use an initialized diskette for any of the Copy Document operations. This diskette may or may not contain existing documents.*

- **To make a copy of one or more documents:**
 - 1 Type C (Copy Document) option from the Maintenance Menu and press RETURN.
 - 2 Select an option from the Copy Document display (discussed in this section). See Table 10.
 - 3 If you have more than two drives, specify the drive number of the document(s) to be copied and press RETURN.
 - 4 Specify the drive number of the diskette to receive the copied document(s), and press RETURN.
 - 5 If necessary, remove the system diskette from drive 0. Insert the diskette to receive the copy or the diskette to be copied.
 - 6 Respond to any prompts for document name(s) or number(s).
- **To make a copy of a document on a Winchester disk,** follow the steps listed in Appendix B.

Using the C (Copy Document) option, you can perform operations like these:

- Move only one document from one diskette to another.
- Move several specified documents from one diskette to another.
- Merge two or more single density diskettes onto another single density diskette or onto a double density diskette.

After you choose a Copy Document option, DECmate prompts you for the drive number of the *source diskette*. The source diskette is the document diskette that contains the documents to be copied. The documents are copied to the *destination diskette*.

The source diskette and the destination diskette *cannot be the same diskette*. If you have a system with two drives, DECmate assumes that the remaining drive contains the destination diskette. If you have more than two drives, DECmate prompts you for the drive number of the diskette to receive the copied document.

To cancel a copy operation, press Gold HALT.

Table 10 Copy Document Menu Options

Option	Description
A	Copy ALL documents from one diskette to another. Copies the documents one by one from one diskette to another. The diskettes may be of the same or different densities.
S	Copy SOME documents from one diskette to another. You can indicate which documents to copy from one diskette to another. The diskettes may be of the same or different densities.
O	Copy ONE document from one diskette to another. You can copy a single document from one diskette to another. The diskettes may be of the same or different densities.

Copy One Document (The O Option). After you respond to the prompts for the source diskette (and, if indicated, the destination diskette), DECmate tells you to remove the system diskette from drive 0, if necessary, and press RETURN. Type the name or number of the document you wish to copy. After you press RETURN, the copy operation begins.

When the copy operation is complete, you are prompted for the name of a document to be copied. In this way, you can continue to copy individual documents (or the same document) to different diskettes. Or you can insert the system diskette in drive 0, and press Gold MENU.

Copy Some Documents (The S Option). The S (Some) option allows you to copy specific documents from one diskette to another.

After you press S, you see the source diskette prompt. If you have more than two drives, you are also prompted for the destination diskette number. After you respond to these prompts, remove the system diskette from drive 0, if necessary, and press RETURN. DECmate then displays the name and number of each document on the source diskette with separate displays such as:

```
Do you wish to copy document #2
```

```
"June Monthly Report"
```

After each document is copied, you are prompted with the number and name of the next document. Type Y and press RETURN to copy the document. Just press RETURN if you do not want to copy that document. Or, after all the documents you want are copied, insert the system diskette in drive 0 and press Gold MENU.

Copy All Documents (The A Option). The A (All) option allows you to copy all documents from one diskette to another. *This is not the same as making a backup (duplicate) diskette.* Use the All option to:

- Copy all the documents from one diskette onto another diskette without erasing the contents of the receiving diskette. You can copy from a double density diskette to a single density diskette without losing half of the original diskette.
- Copy documents from or to a system diskette.
- Copy all the documents from a single density diskette to a double density diskette.
- Copy as many documents from a double density diskette to a single density diskette as can fit.

After you respond to the source diskette (and, if necessary, the destination diskette) prompts, DECmate tells you to remove the system diskette from drive 0, if necessary. After you press RETURN, the copy operation begins. If the destination diskette contains documents, the copied documents are added after the other documents.

When the copy operation is complete, insert the system diskette in drive 0 (if necessary) and press Gold MENU.

System Message – Not Enough Room. Copying continues until finished or until there is no room left on the receiving diskette.

While copying, DECmate keeps track of the number of blocks used. If DECmate cannot transfer a document because it is too large, you see a message such as:

```
There is not enough room on Drive 1 to contain the document
```

```
"June Monthly Report"
```

```
Press RETURN to continue to the next document,  
OR Press Gold MENU to recall the Main Menu.
```

This display can also occur when the destination diskette contains 200 documents. If so, each time you press RETURN to copy the next document, DECmate repeats the *not enough room* display.

System Message – Same Document Name. If you specify a document to be copied that has the same name as a document on the receiving diskette, DECmate sends you a message such as:

```
Document #27 already exists.
```

```
"RePort"
```

```
How would you like the document modified?
```

```
T = Add text to the top
```

```
B = Add text to the bottom
```

```
O = Overwrite the document
```

```
E = Enter a new name for this document
```

Choose one of the options and press RETURN. If you choose the E option, DECmate prompts you for a new document name and then copies the document. If you choose T, B, or O, DECmate copies the document immediately.

Gold Get Document Feature. Get Document (Gold GET DOCMT), discussed in Chapter 7, also copies documents. It is useful if you want to see the copied document scroll up the screen as it is being copied. Sometimes, the get document feature is useful if you want to copy only part of a document. However, the Backup and Copy options on the Diskette Maintenance Menu are faster and more flexible, especially when copying diskettes of different densities.

Initialize a Diskette

- **To initialize a diskette on a two-drive system**, type D for a document diskette or S for a system diskette from the Diskette Maintenance Menu. Press RETURN. Insert the diskette to be initialized into drive 1. Type a name for the diskette, and press RETURN. If you type no name and just press RETURN, the diskette is named WPDISK.
- **To initialize a diskette on a multi-drive system**, type D for a document diskette or S for a system diskette from the Diskette Maintenance Menu. Press RETURN. Type the number of the drive that will hold the diskette you wish to initialize, then press RETURN. Insert the diskette to be initialized. Type a name for the diskette, and press RETURN. If you type no name and just press RETURN, the diskette is named WPDISK.

The system diskette delivered with your system is already *initialized*. This procedure lets the diskette accept information for storage and editing. When you initialize a diskette, you must tell DECmate whether it will be used as a system or document diskette.

NOTE: *Format new 8-inch diskettes before use. See the section Format an Eight-Inch Diskette later in this chapter. When you format an 8-inch diskette, you must also initialize it. You cannot initialize an 8-inch diskette as a system diskette.*

Old diskettes that you wish to reuse must be initialized before use. Initialization erases everything stored on the diskette.

NOTE: *You do not need to initialize a diskette that is going to be used as a backup. The diskette is initialized as the backup is made.*

If the system diskette being initialized (the one in drive 0) has any text on it, such as abbreviation and library documents, *that text is not copied* to the

diskette being initialized. However, user-defined keys, stored rulers, and stored print settings are copied. To copy software *and* text, you must use the Backup option. If the system diskette you initialize (in drive 1) has any text or stored settings on it, *that information is erased*.

During initialization, a time clock displays on the screen. It takes about three minutes to initialize the diskette. When initialization is complete, press Gold MENU to return to the Main Menu, as the screen instructs.

If you initialize a single density 8-inch diskette, the diskette remains single density. If you initialize a double density 8-inch diskette, the diskette remains double density. The procedures you follow are the same. (Single and double density diskettes are discussed in Chapter 1.)

System Messages. Double density diskettes are not compatible with DECmate I, Version 1.0 and other DIGITAL word processing systems. When you initialize a double density diskette, the system reminds you of this with a message on the screen.

C A U T I O N

THE DOUBLE DENSITY DISKETTE THAT YOU ARE ABOUT TO FORMAT
WILL NOT BE COMPATIBLE WITH OLDER SINGLE DENSITY WPS SYSTEMS

If you format a diskette to be double density, you can only use that diskette on a DECmate II or on a DECmate I, Version 2.0 or later. In either case, the system must have RX02 drives. If you try to edit a double density diskette on an older word processing system (WPS), you cannot access documents on that diskette.

Check Diskette for Errors (Verification)

- **To verify a diskette on a two-drive system**, type V from the Diskette Maintenance Menu and press RETURN. Put the diskette to be verified in drive 1, and press RETURN.
- **To verify a diskette on a multi-drive system**, type V from the Diskette Maintenance Menu and press RETURN. If you wish to verify a 5¼-inch diskette, type 1, press RETURN, then put the diskette to be verified in drive 1, and press RETURN. If you wish to verify an 8-inch diskette, type 4, press RETURN, then put the diskette to be verified in drive 4, and press RETURN.
- **To verify a Winchester disk**, follow the steps listed in Appendix B.

Before copying a diskette, you should make sure the information on the diskette to be copied is readable. If you suspect that a diskette has been damaged, you should also make sure the diskette is readable. This process is called *verifying* the diskette structure.

Verify Readability. When you verify a diskette, DECmate first checks the physical readability of the diskette. Each block of information (about a paragraph of text) is checked individually. As each unit of 10 blocks is verified, the number on the screen is updated. For example, the line might read:

```
460 blocks checked, 0 errors detected.
```

After every block on the diskette has been checked, DECmate displays a *block map* of the diskette. A block map shows the areas used to store text.

If the diskette is completely usable and there are no unreadable areas, a dot (.) marks each block. On a system diskette, a *U* marks blocks used by software.

The block map indicates unreadable blocks by an exclamation point (!). This damage could be caused by scratches, magnetic fields, fingerprints, dust, or damage to the diskette surface. That block of the diskette is not accessible for storage.

Verify Physical Structure. Now check the documents on the diskette for correct structure. Press RETURN as instructed at the bottom of the block map display. The system checks the document structure to be sure that all information is available and stored in the right place.

The block map display changes while the structure is checked. If your diskette has errors, you may briefly see messages about the errors in the lower left corner of the display. When the screen stops changing, the structure check is complete. Full blocks are marked *U* for unavailable. Empty, or available, blocks are marked *A*.

The bottom lines of the display tell you if your diskette has errors. If there are no errors, press Gold MENU to return to the Main Menu. A dot (.), a hyphen (-), a plus sign (+), or a question mark (?) in the block map display indicates the block or blocks with errors. As instructed at the bottom of the display, you can press RETURN to copy the usable portions of the diskette.

If you press RETURN to copy a diskette with errors, the display tells you to remove the system diskette from drive 0. Insert a blank diskette into drive 0 and press RETURN. Copying a diskette with errors takes about three (3) minutes.

NOTE: *Do not return to the Diskette Maintenance Menu and use the Backup option to copy a diskette with errors. The errors are copied along with the text.*

DECmate copies documents one by one onto the new diskette, salvaging as much text as possible. Blocks that contain errors are not copied, so you may lose some of your text. If you copy a diskette with errors to salvage text, you might want to check each document afterwards for obvious missing text.

Unless the original diskette was severely damaged by mishandling, the amount of text lost or changed due to errors is usually small. Occasionally, if a whole document is deleted because of errors, the index of documents includes a message after the document name to tell you that no document with that number exists. You must edit document number 1 (the index document) to delete the name of the missing document.

You may find that DECmate has copied more documents than you thought were on the original diskette. The extra documents were lost on the original diskette, but DECmate has recovered them. These documents appear on the index of the copied diskette with no name. You can edit and print them as you would any other document. You can rename them by editing document number 1 (the index document), or by using Gold GET DOCMT (see Chapter 7).

Restrictions. If you verify a diskette that has not been initialized, the display indicates you have errors, although no symbols for errors are shown. Press Gold MENU to return to the Main Menu. Initialize the diskette before using it. See Prepare a Diskette, earlier in this chapter.

If you verify a system diskette, the block map indicates you have errors. If you press RETURN to copy the system diskette, the system software is not copied; only documents are copied.

If you delete a document on another model word processor, then verify the diskette on a DECmate II, the display may indicate errors even though your diskette is error-free. However, if you press RETURN to copy the diskette, you do not lose any text.

Format an Eight-Inch Diskette

- **To format an 8-inch diskette**, type FD (format double density) or FS (format single density) from the Diskette Maintenance Menu. Press RETURN. Type the number of the drive you want to use (4, 5, 6, or 7). Press RETURN. Insert the diskette into the selected drive, type FORMAT, and press RETURN.

When the format operation is complete, type D to initialize a document diskette and press RETURN. You cannot use 8-inch diskettes as system diskettes on DECmate II.

Eight-inch diskettes can be either single or double density. Double density diskettes can hold about 50% more information than single density diskettes.

You select single or double density formatting from the Diskette Maintenance Menu. Formatting allows you to switch an 8-inch diskette from single density to double density, or from double to single density.

The double density format operation (FD) is required to generate double density diskettes. In order to go from double density diskettes back to single density diskettes, use the menu option for single density formatting (FS).

While the diskette is being formatted, you get the system message:

```
Format in progress - Please stand by.
```

When the format operation is complete, the display asks you how to name and initialize the diskette. Supply a name for the diskette and press RETURN, or just press RETURN for the name WPDISK.

Initialization takes two or three minutes. During this time, a time clock displays on the screen. After initialization is complete, press Gold MENU to recall the Main Menu.

System Messages. If you select the FD option from the Diskette Maintenance Menu, you get the same display of instructions as for the FS option. However, you also get the following caution:

C A U T I O N

```
THE DOUBLE DENSITY DISKETTE THAT YOU ARE ABOUT TO FORMAT  
WILL NOT BE COMPATIBLE WITH OLDER SINGLE DENSITY WPS SYSTEMS
```

If you format a diskette to be double density, you can use that diskette only on a DECmate I system, Version 2.0 or later, or on a DECmate II system. In either case, the system must have RX02 drives. If you try to edit a double density diskette on an older word processing system (WPS), you cannot access documents on that diskette.

Date/Time Menu

- **To set the date and time**, type the correct date and time from the Date/Time Menu. Press RETURN.
- **To reset the date and time**, type RD from the Main Menu. When the Date/Time Menu is displayed, type the correct date and/or time and press RETURN.

The date and time are displayed at the upper-right corner of most menus. DECmate keeps this information current. The date and time are also used in the index of documents, with the date command in headers and footers, and for the date and time stamp. The date and time have this format:

1/2/84 Fri 14:20:00

When you first start up your system, the Date/Time Menu is displayed. It identifies the DECmate software version that you are using. It also gives instructions for typing the date and time, as well as an example.

Your word processing system uses 24-hour (military-style) time. For instance, 3 PM is 12 Noon + 3 hrs = 15:00. When the time reaches 24:00, DECmate resets the time to 0:00 and changes the day and date. The system also switches the month and year portions of the date when it is time to do so.

When you turn off your system, the date/time clock stops. Each time you start up your system, you get the Date/Time Menu and must reset the date and time.

Format. Type the date and time in the following format:

month/day/year hours:minutes

Menus and Options

Type the date and press the space bar. Use the number for the month, not its name. Type only the last two digits of the year number. Although you see the day of the week displayed on menus, *do not type the day of the week*. DECmate figures out what day it is from the date you type.

Type the correct time, and then press RETURN.

You can use a hyphen (-) or a period (.) instead of a slash (/) to separate the month, day, and year. You can also use the semicolon (;) instead of the colon (:) to separate hours from minutes. For example:

```
1-2-84 4:55
```

or

```
1.2.84 4;55
```

But when the date and time are displayed in the upper right corner of the menu, it is always displayed using the slash (/) and the colon (:).

Omit Date and Time

You can omit typing the date and time at the Date/Time Menu and just press RETURN. If you do, the date and time are displayed on the menus like this:

```
0/0/00 ... 0:00:00
```

The time is updated as you work with the hours and minutes since you began working. It does not reflect the actual time of day. Also, the date is given in the index of documents as NO/DA/TE.

Reset Date and Time

The RD option from the Main Menu lets you type a new date and time. You may want to correct an error, or change from 24-hour (military) time. To use 12-hour time, you would have to reset the time to 1:00 every day when the time reaches 13:00.

After typing RD from the Main Menu, press RETURN. DECmate displays the Date/Time Menu.

Type the date and press the space bar. Type the correct time, and then press RETURN. To change just the date or just the time, you type only the date or time and then press RETURN.

Date and Time Stamp

If you press Gold DATE & TIME while editing a document, the system inserts the date and time stamp at the cursor position. The date and time stamp is in the same format as it appears on the Date/Time Menu. However, the date/time stamp is not updated each time the document is printed.

Help Menu

- **To reach the Help Menu**, press the HELP key while editing a document. You must be in a document to call the Help Menu; you cannot call the Help Menu from another menu.
- **To select a message from the Help Menu**, use the ADVANCE and BACKUP keys to place the cursor next to the function you need help on. Press the HELP key. A Help Message appears on the screen.

The Help Menu lists all the functions on the Editing Keypad and all the Gold key functions. When you select a function from the menu and press HELP again, DECmate displays a short description of the function.

To leave the Help Menu, press RETURN or Gold MENU. DECmate returns to its original location in the document so you can resume editing or entering text.

There are two ways of leaving the Help Message:

- 1 Press Gold MENU. DECmate returns to its original location in the document so you can resume editing or entering text.
- 2 Press RETURN. DECmate returns to the Help Menu so you can select another function.

4

Creating, Editing, and Printing Documents

This chapter discusses:

- Documents and document names
- How to create and edit a document, correct errors and remove text, and move the cursor
- Editor Menu
- How to file the document
- The index of documents and the index document

Documents

DECmate's main function is to store *documents* that you create and edit.

You usually create a document to contain the text from a single typing job: a chapter of a report, or a memo. When you want to edit or print some text, you must specify the document that contains the material you want.

A 5¼-inch diskette holds about 150 pages of text. This space can hold as many as 200 small documents or as few as one large document, as you decide.

A single density 8-inch diskette has room for about 125 pages of text. A double density 8-inch diskette holds about 225 pages of text.

Document Names

When you create a document, you give it a document name. You can name a document whatever you like, but you must obey these rules:

- Use no more than 71 characters and spaces.
- Make sure the name is unique – that is, make sure no other document on that diskette has the same name.
- Do not use the angle brackets < and >.
- Do not begin the name with a { or [.
- Do not use extra spaces at the beginning or end of the name.
- Do not begin the name with a number.

Name your document so that the *first few words* are unique and descriptive. You can include in a document's name helpful information or a more complete description of its contents.

Specifying Drives

Different DECmate models allow a different number of drives and diskettes. Your DECmate II can have two, four, six, or eight diskette drives.

- A DECmate II always has two RX50 drives, for 5¼-inch diskettes. The diskette in drive 0 is diskette 0; the diskette in drive 1 is diskette 1.
- Some DECmates have four RX50 drives. The additional diskettes and drives are numbered 2 and 3.

- Some DECmates have two (or four) drives for eight-inch diskettes (RX01 or RX02 drives). These diskettes and drives are numbered 4 and 5 (or 4, 5, 6, and 7), whether or not the DECmate has drives 2 and 3.
- Some DECmates have a Winchester. See Appendix B for information on how to specify the device and volume name.

When you name a document, you can also specify the drive in which DECmate creates or looks for that document.

To specify a drive, type the drive number, a period, and the document name. You can also use the document number, if the document already exists. For instance, to select document number 3, Monthly Report, on the diskette in drive 2, type:

`2.Monthly Report`

or

`2.3`

***NOTE:** If you leave out the diskette number and period, DECmate assumes you meant diskette 1. It automatically creates or looks for "Monthly Report" or document number 3 on diskette 1.*

Using Document Names

When you select certain menu options, such as Delete, or use certain features such as Gold GET DOCMT, DECmate prompts you for a document name.

When you type a document name, you can use either uppercase or lowercase letters. You do not have to type all the words in the document name. But you must type at least the first complete word. Typing *monthly* is enough to select a document named *Monthly Report*. Typing *mon* does not match *Monthly Report*.

To use a stored document, type the drive number, a period, and then the document name or number. For instance, to select document number 3, Monthly Report, on the diskette in drive 2, type:

```
2.Monthly Report
```

or

```
2.3
```

NOTE: If you leave out the diskette number and period, DECmate assumes you meant diskette 1. It automatically looks for "Monthly Report" or document number 3 on diskette 1.

DECmate searches the index document (document number 1) to find a matching name. DECmate uses the first match in the index. For this reason, a diskette should not contain two documents, one of whose names is contained in the start of the other. Here is an example of what NOT to do:

```
<n>monthly report <#>3<>
<n>monthly <#>2<>
```

If this were the index document, then you could not access document number 2 by typing *monthly*. *Monthly* matches document number 3 as well. If the first few words are unique and descriptive, you can identify the document more easily. If the following were your index document, you could select any monthly report by typing the name of the month:

```
<n>June monthly report - reorganization <#>3<>
<n>May monthly report - D.B.'s Project ends <#>2<>
```

Create a Document

- **To create a new document**, type C from the Main Menu, a space, and the name for the new document. Then press RETURN.

Or, type C and press RETURN, then type the name of the new document when DECmate asks for it.

Once you have created a new document, you can use the keyboard to enter text into that document.

You can also create a document by specifying a document number, instead of a document name. You can specify the number of the drive on which to create the document. You can use the [and { characters as a shortcut to specifying drive 0. These techniques are discussed in the previous section, Document Names.

Initial Display

After you type the document name and press RETURN, you see the *initial display*. The first lines that scroll up the screen show information about the document. This information includes:

- *Status line*, which lists the current page and line number as well as the document number and name.
- *Header information*, which shows the current size in blocks, the number of blocks available on the diskette or volume, and the current text size.
- Dashed line that says TOP, which marks the beginning of the document.
- Ruler display, which indicates the first ruler in the document. When you create a new document, DECmate uses stored ruler 0 (the *standard ruler*) as the first ruler of the document (see Chapter 5).
- Cursor, which marks where you begin entering text.
- *Current ruler*, which is the ruler in use at the cursor location. The current ruler displays at the bottom of the page. On the initial display, this ruler is the same as the first ruler in the document. As you scroll through the document, the current ruler changes to display the last ruler that is in use.

The first line of the document shows the cursor. You can type text into the document using the Main Keyboard. If an existing document displays, you can move the cursor through the document and edit it. Moving the cursor is discussed in Chapter 2 and later in this chapter.

The initial display for an existing document shows the document name as you typed it to create or edit the document. You can specify a document by number or by a shortened form of its name. If so, the number or shortened name appears instead of the document name from the index.

The cursor, status line, and current ruler are displayed throughout the editing session, but if desired, you can change the way they display. For instance, you can display the cursor as a solid rectangle or as an underline (See Appendix A, Set-up). The ES option on the Editor Menu (See Chapter 3, Editor Menu) provides four options for the status line and current ruler:

- Display no status line and no current ruler (ES 0)
- Display status line in reverse screen mode with no current ruler (ES 1)
- Display status line in reverse screen mode with current ruler (ES 2)
- Display status line in normal screen mode with current ruler (ES 3)

Characters

Characters are the smallest unit of text in a document. There are visible and invisible characters. Visible characters include letters, numbers, punctuation marks, and spaces. Spaces are not exactly visible characters, but you can see the spaces between the words.

Invisible characters are characters, symbols, and markers that are always invisible in the printed document. They may be visible to you on the screen, for example, PAGE MARKERS. Invisible characters tell DECmate how to format a document, or how to treat text in a certain way. You insert these characters using the special keys and features of the Main Keyboard and Editing Keypad. Some of the invisible characters are inserted and removed by DECmate automatically.

Visible and invisible characters are listed in Table 11. Some of the invisible characters are described in more detail elsewhere in this *User's Guide*.

Invisible characters serve special purposes; some serve more than one purpose. These characters include:

- View mode symbols
- Temporary markers
- Line-end characters
- Format commands

When you use *view mode* (discussed in Chapter 17), you can also see some special symbols. These view mode symbols are markers that tell DECmate to format your document in a specific way.

PAGE MARKERs, word-wrap returns, and the select mark are *temporary markers*. PAGE MARKERs are temporary because they are ignored by DECmate when you set AP YES (see Chapter 9). Also, if you paginate using Gold PAGE, DECmate removes obsolete PAGE MARKERs. The select mark (discussed in Chapter 7) is a temporary marker that selects text for special operations, such as bolding. Once the special operation is performed, DECmate removes the select mark. Word-wrap returns are inserted by DECmate as you type. DECmate removes them when you edit text and change line endings. Word-wrap returns are discussed later in this chapter.

Line-end characters are invisible characters that force the text that follows them to the beginning of the next line. These characters include: hard returns, word-wrap returns, centering marks, and paragraph markers. Word-wrap returns are both line-end characters and temporary markers.

You can also insert *rulers* (see Chapter 5) and *control commands* (see Chapter 10) into your documents. You can see these *format commands* on the screen, but they do not appear in the printed document. They format the text the way you want it presented on the page.

Table 11 Visible and Invisible Characters

Visible Characters	Uppercase letters	A B C ... Z
	Lowercase letters	a b c ... z
	Numerals	0 1 2 3 4 5 6 7 8 9
	33 special symbols	! @ ~ { ...
	Space (or blank)	
Invisible Characters	Hard return	
	Word-wrap return	
	Centering mark	
	Paragraph marker	
	Tab	
	PAGE MARKER	
	NEW PAGE mark	
	Select mark	
	Rulers	
	Control commands	

Word-Wrap and Hard Returns

- **To put in word-wrap returns** after DECmate has unwrapped lines, press ADVANCE and an appropriate distance key.

You may have noticed that as you are typing, DECmate wraps words from the end of one line to the start of the next. You do not have to press RETURN at the end of each line. *Word wrapping* gives you an idea of how the printed document will look.

If you type a visible character and the cursor is past the right margin (R or J in the ruler), DECmate does a word wrap. That character and all characters beyond it move to the start of the next line. DECmate automatically puts *word-wrap returns* in the text as you type. They are only visible in view mode (see Chapter 17).

Each time you edit a paragraph, DECmate removes the word-wrap returns from the cursor position to the end of the paragraph. To make DECmate replace the word-wrap returns, press ADVANCE PARA. DECmate reinserts word-wrap returns in the text where they are needed.

If you change a ruler, DECmate removes all word-wrap returns up to the next ruler. To make DECmate replace them, press ADVANCE and the appropriate distance keys to move the cursor to the next ruler. For more information on rulers, see Chapter 5.

Pressing RETURN inserts a *hard return* into the document. You press RETURN where text that follows must always begin at the start of a new line. It is called *hard* because it always formats the text in the same way. If you edit the text or change rulers, the hard return remains until you delete it.

Nonbreaking Spaces

- **To enter a nonbreaking space**, press Gold space bar. DECmate treats two words joined by a nonbreaking space as a single word. It will not insert a word-wrap return between the words.

Use nonbreaking spaces to join words that should never be on separate lines, such as *Van Gogh* or *12 June 83* or *du Prie*. If you were to use an ordinary space with these phrases, DECmate might leave *Van* at the end of one line and start the next line with *Gogh*.

DECmate treats a nonbreaking space as if it were a character in the word. The cursor does not stop at a nonbreaking space when you press ADVANCE WORD or BACK UP WORD.

Separating Paragraphs

- **To end a paragraph:**
 - If you want **block** paragraphs, press RETURN at the end of the paragraph. Press RETURN again to insert a blank line between paragraphs.
 - If you want **indented** paragraphs, place a P in the ruler. Press Gold PARA MARKER at the end of each paragraph. See the section Paragraph Indent in Chapter 5.

DECmate counts two hard returns as separating paragraphs when you move from one to the next by pressing the PARA key.

Hint. If you print a document double-spaced (with a D in the ruler), use paragraph markers. The text is easier to read and more attractive than if you use two hard returns between paragraphs.

Edit a Document

- **To edit a document,** type E from the Main Menu, a space, and the document's name or number. Then press RETURN.
Or type E and press RETURN, then type the name or number of the document when DECmate asks for it.
- **To edit the selected document or the last document you filed,** type E and then press RETURN. When DECmate asks for the document's name, just press RETURN again to specify the document named in the prompt.

The E option from the Main Menu calls up an existing document. After you type the document name and press RETURN, the initial display (discussed in the previous section) for that document appears on the screen. The document name appears just as you typed it to specify the document. You can

specify a document by number or by a short form of its name. If so, the number or shortened name appears instead of the document name from the index.

The first line of the existing document is at the bottom line of the screen. The cursor is in the first character position of that line. You can begin typing text or move the cursor forward through the document or begin other editing tasks.

NOTE: *All editing changes that you make take effect immediately. If you think you might need a copy of your original version (without edits), make a copy of the document before you begin editing. Refer to the Copy Documents option discussed in Chapter 3 or the Get Document feature in Chapter 7.*

Adding Text

- **To add text to a document**, move the cursor to where the new text goes and type the text. Moving the cursor is discussed later in this chapter and in Chapter 2.

After you select a document for editing and press RETURN, DECmate displays the first line of the document on the screen. The cursor is in the first character position of that line. If you type text, DECmate inserts that text immediately to the left of the cursor. Insertion of a new character causes all characters at and past the cursor to move right to make room.







Use the distance keys to move the cursor to the place in the document where you want to make edits. As you scroll back and forth through the document, the cursor always appears on the bottom line of the display. When you are in wide ruler mode, DECmate displays 14 lines of the document.

Each time you edit a paragraph, DECmate removes the word-wrap returns from the cursor position to the end of the paragraph. To make DECmate replace the word-wrap returns, press ADVANCE PARA. DECmate reinserts word-wrap returns in the text where they are needed. Word-wrap returns are discussed earlier in this chapter.

If you change a ruler, DECmate removes all word-wrap returns up to the next ruler. To make DECmate replace them, press ADVANCE and the appropriate distance keys to advance to the next ruler. For more information on rulers, see Chapter 5.

If you get a system message that the diskette is almost full, **DO NOT** add any more text or do any more edits to the document. File the document, and refer to the section *Overfilling Diskettes*, later in this chapter.

Cursor Movement and Direction Mode

- Press **ADVANCE** or  to move the cursor **forward one character**.
- Press **BACK UP** or  to move the cursor **backward one character**.
- **To move the cursor more than one character**, press **ADVANCE** or **BACK UP** to tell DECmate which direction to move the cursor and press a distance key to indicate how far to move the cursor. Or, hold down the **ADVANCE** or **BACK UP** keys to move the cursor repeatedly.
- Press  to move the text **up one line**. If there is text above the cursor, the cursor stays in the same column. If there is no text above the cursor, the cursor moves forward or back (as appropriate) to the next editable character.
- Press  to move the text **down one line**. If there is text below the cursor, the cursor stays in the same column. If there is no text below the cursor, the cursor moves forward or back (as appropriate) to the next editable character.
- Press **Gold**  to move the cursor to the **end of the line**.
- Press **Gold**  to move the cursor to the **beginning of the line**.

You can add text or make editing changes only at the cursor position. Use the editing keys to move the cursor to the spot where you want to make edits. The cursor remains on the bottom line of the display.

NOTE: *Do not try to use RETURN to move the cursor, since this changes the spacing of your text.*

Pressing **ADVANCE** and the distance keys moves the cursor in the forward direction (toward the bottom of the document). The cursor does not move off the bottom line. Instead, the contents of the display shifts up so that the cursor is still on the bottom line.

Pressing BACK UP and the distance keys moves the cursor in the reverse direction (toward the top of the document). The cursor does not move up off the bottom line. Instead, the contents of the display shift down so that the cursor is still on the bottom line.

The *direction mode* switches to forward when you type any key other than a distance key. Also, if the cursor backs up to the top of the document, the system beeps and the direction mode switches to forward.


Distance Keys


Table 6, in Chapter 2, describes the seven distance keys. They are summarized here.

Key	Distance Moved
PAGE	To the next PAGE MARKER or NEW PAGE mark.
SENT	To the next period, question mark, exclamation point, hard return, or a page-end mark.
PARA	To the next two hard returns or paragraph marker.
LINE	To the left margin of the next line.
WORD	To the beginning of the next word.
TAB POS	To the next point in the text where you used the TAB key.
<>	To the next > (right angle bracket) character in the document.

The distance keys move the cursor forward or backward in search of the appropriate points in the document. If there are no such points in the direction the cursor is set to move, it goes to the bottom of the document (for ADVANCE) or top of the document (for BACK UP).

Other Cursor Movement Methods. You can also move the cursor through the document by other methods.

- Pressing Gold ADVANCE or Gold  advances the cursor through the document until it reaches the bottom of the document. Text scrolls up the screen.

- Pressing Gold BACK UP or Gold  moves the cursor backward to the top of the document. Text scrolls down the screen.
- Pressing Gold BOT DOCMT repositions the cursor directly to the bottom of the document. The screen displays a message while the cursor is moving.
- Pressing Gold TOP DOCMT files the document then invokes the document for editing again. The cursor is then located at the top of the document.
- Using Go-to-Page (described in Chapter 14), you can move to a specific page in the document. This method is faster than pressing ADVANCE or BACK UP PAGE repeatedly.
- Using Go-to-Ruler (described in Chapter 5), you can move to the next or previous ruler in the document. This also justifies text entered between the two rulers.

Once the cursor has been set in motion, you can usually stop it by pressing Gold HALT. However, Gold HALT does not stop the Gold TOP DOCMT feature.

Overfilling Diskettes

As you create new documents and add text to old ones, you gradually fill the storage space on the diskette. When the diskette is nearly full, you see a system message on the screen cautioning you not to add more text.

NOTE: *Do not add any more text, including edits to an existing document. Press RETURN to file the document.*

If you get the system messages about a full diskette, you can take several actions:

- Write a warning to yourself on the diskette label using a felt-tipped pen. Then you will not forget and begin editing or inserting text on that diskette.
- Check the index of documents for old documents that can be deleted.
- Copy some documents from the full diskette onto a new diskette. Then delete the copied documents from the full diskette to create more room. Copying documents is discussed under the Maintenance Menu in Chapter 3.

Before you begin editing, always check the Blocks Available entry in the initial display and the index of documents. Make sure there is room on the diskette for any changed and added text.

Correcting Errors

- **To transpose (swap) reversed characters**, position the cursor over the first (leftmost) character and press Gold SWAP.
- **To correct a mistake made while typing**, use the Rubout key as many times as necessary to remove the mistake. Then retype the text.
 - **To remove a character**, press the Rubout key.
 - **To remove a word**, hold down the CTRL key and press the Rubout key.
 - **To remove a line**, press the Gold key, then the Rubout key.
 - **To remove a sentence**, press the Gold key, hold down the CTRL key, and press the Rubout key.
- **To restore text accidentally deleted** by pressing the Rubout key, press Gold DEL CHAR or Gold DEL WORD.

***NOTE:** Gold SWAP has no effect on composite characters. If you try to swap a composite character, the beeper sounds and the characters are not swapped.*

The Rubout key does not change text at or to the right of the cursor. (For example, if you rub out a line, starting in the middle, only the left half of the line vanishes.) The character at the cursor moves with the cursor as you rub out text. For more information on the Rubout key, see Tables 1 and 4 in Chapter 2.

If you accidentally rubbed out some text, you can restore it by pressing either Gold DEL CHAR or Gold DEL WORD. This feature restores the text you most recently removed. DECmate inserts it at the cursor, as though you were retyping it. You can recover only the text erased the last time you pressed the Rubout key (or a delete key, as described in the next section). You can only recover this text if you have not used the CUT key since you deleted or rubbed out text.

Removing Text

- **To correct a mistake made while typing**, press the Rubout key as many times as necessary to remove the error. (Use the Gold and CTRL keys with the Rubout key to remove larger pieces of text.) Then retype the text.
- **To correct a mistake made earlier**, move the cursor to the start of the mistake. Delete as many characters or words as necessary by pressing DEL CHAR or DEL WORD. Then type the correct text.
- **To remove a large portion of text** from a document, move the cursor to the start of the text, and press SEL. Move the cursor to the end of the text, and press CUT.
- **To restore text accidentally deleted** by pressing a delete key or the Rubout key, immediately press Gold DEL CHAR or Gold DEL WORD.

DECmate's two *delete keys* remove a character or word at, and to the right of, the cursor.

- Press DEL CHAR to delete the single character at the cursor position.
- Press DEL WORD to delete the character at the cursor position and all characters to the right to the start of the next word.

In both cases, remaining text moves to the left. The first character not deleted moves to the cursor position.

Editor Menu

Pressing Gold MENU while you are editing a document calls the Editor Menu. Options on the Editor Menu are discussed in Table 8, in Chapter 3. They are summarized in this section.

When you choose an option from the Editor Menu, DECmate performs that option. Depending on the option chosen, DECmate returns you to the document you were editing, the Main Menu, or Editor Menu.

To return to the document you were editing without choosing an option, just press RETURN. DECmate returns you to the same cursor location as when you invoked the Editor Menu.

Pressing Gold MENU again when the Editor Menu is displayed recalls the Main Menu.

File Document (F). Same as pressing Gold FILE DOCMT. Files the document you were editing and returns you to the Main Menu.

Resume Printing (R). Tells DECmate to resume printing a document. For instance, you would use R if the printer stopped so you could change print wheels. R resumes printing and returns you to the document you were editing. The R option also appears on the Main Menu. For more information on the R option, see Chapter 12.

Automatic Gold PAGE (PG). Invokes the automatic Gold PAGE feature. Returns you to the document you were editing and begins a Gold PAGE process at the line the cursor was on. Discussed in Chapter 9.

Math Interactive Mode (MA). With MA YES, DECmate performs specified calculations every time you advance or type a line or change one math value. With MA NO, DECmate does not do any calculations at all. For more information on the Math optional feature, see *Using Math*.

Abbreviation Document (AD) and Library Document (LD). Tells DECmate what documents to use to retrieve *stored text*. If you use these options, the numbers of the current abbreviation and library documents are displayed on the Editor Menu. Discussed in Chapter 15.

Current Text Size (CT). Specifies how many lines are printed on a page, not including headers and footers. You can set different documents to different values for CT. If you use this option, the updated value is displayed on the Editor Menu. Discussed in Chapter 9.

Standard Text Size (ST). Tells DECmate what number to use for CT when creating a new document. If you use this option, the updated value is displayed on the Editor Menu. Discussed in Chapter 9.

Define User Keys (DK). Lets you define your numeral keys as UDKs. UDKs store a series of keystrokes (see Chapter 16). After defining a UDK, this option returns you to the Editor Menu. The DK option also appears on the Main Menu.

Global Search and Replace (GS). Allows you to set up an automatic search-and-replace. DECmate returns to the current document at the cursor position and begins a search for every occurrence of a phrase. When DECmate finds the phrase, it replaces the search phrase with text from the paste area. Discussed in Chapter 14.

Editor Status (ES). Allows you to change the status line and current ruler display. This setting applies to all documents; you cannot have different ES values for different documents. See Initial Display in this chapter.

File a Document

- **To file the current document** and recall the Main Menu, press Gold FILE DOCMT.

To end an editing session and recall the Main Menu, you must *file* (store) the document you are working on. When you file a document, you save your latest editing changes.

Before you file a document, you should press ADVANCE PARA to insert word-wrap returns in the paragraph you were editing. Or if you changed a ruler, advance the cursor to the next ruler. This also inserts word-wrap returns where necessary.

You must file a document before you can delete it. Then you can use the D option on the Main Menu to delete the document. For more information on deleting documents, see Chapter 3.

Print a Document

- **To print a document**, type P from the Main Menu, and press the space bar. Type the name or number of the document to be printed, and press RETURN. Make any necessary changes to the Print Menu settings. Type Y (or YES) and press RETURN.
- **To change a Print Menu setting**, type the two-letter abbreviation from the Print Menu, and press the space bar. Type the new value for the setting, and then press RETURN.

To make DECmate print a document, you must first go to the Print Menu. To do this, type P, or P and the document name, and press RETURN.

If you do not enter the name of a document, DECmate prompts you for it. This prompt may show the name of the document you most recently filed or selected from the index. If you want to print this document, simply press RETURN. To print a document other than the selected document, type its name or number and then press RETURN.

DECmate then displays the first page of the Print Menu. In all, there are three pages. The Print Menu is discussed in Chapter 11.

Priority

When you send a document to print, DECmate places the document in a list of documents waiting to print. DECmate prints all documents in the order they were submitted. If no other documents are in the list, DECmate starts printing your document immediately.

As soon as you send a document to print, DECmate displays a *printer busy* message. This message appears on all menus as long as the printer still has documents to print. You can edit or create other documents on the same diskette while waiting for DECmate to print. However, you cannot run Sort or List Processing when the printer is busy.

Delete a Document

- **To delete a document**, type D at the Main Menu, a space, and the name or number of the document to be deleted. Press RETURN, and read the prompt. Answer Yes to the *delete document* prompt and press RETURN.

Deleting a document removes it from a diskette. A deleted document cannot be retrieved. That text is lost forever.

Use the D option from the Main Menu to delete documents. If you do not type the name of the document you want deleted, DECmate asks for it in a separate display. If you selected a document in the index of documents using the asterisk, or if you just filed, edited, or printed a document, that document is listed in the prompt for a document name. You can select that document for deletion just by pressing RETURN. For more information on *selected documents*, see the section in this chapter on Select a Document.

After you indicate the document to delete, DECmate shows you:

- The diskette number and document number of the document.
- The complete name of the document from the index of documents, even if you specified it by its number.
- The first ten text lines of the document.

This display asks you to type either YES or NO and press RETURN. If you type Y or YES, the system deletes the document. Type N or NO and press RETURN if you decide not to delete the document. In either case, DECmate returns you to the Main Menu.

NOTE: Remember: there is no way to recover text from a deleted document.

Index of Documents

- **To see the index of documents**, type I from the Main Menu and press RETURN. DECmate shows you the index of the diskette in drive 1. To see the index of any other drive, type I from the Main Menu, press the space bar, type the drive number, and press RETURN.
- **To see each page of the index of documents**, press RETURN when the index is displayed.
- **To select a document from the index of documents**, look at the index of the diskette. Press RETURN to move to the page the document is on. Press ADVANCE and BACK UP until the asterisk moves to the line for the desired document. Then press Gold MENU to recall the Main Menu. Select the E, P, or D option (as appropriate) from the Main Menu and press RETURN twice.
- **To change a document's name**, edit document number 1 (the index document) of that diskette. Makes the necessary changes. The changed name then appears in the index of documents.
- **To copy the index of documents into a document**, use the CI option from the Main Menu (discussed below under Copy the Index).

The index of documents provides statistical information about the documents on the indicated diskette. DECmate automatically generates and updates the index.

The index display is divided into two parts. The top line of the screen displays information about the diskette. This line includes the drive number of the diskette, diskette name, number of documents on the diskette, and amount of storage space still available.

The bottom part of the screen shows documents on the diskette. DECmate uses three lines of the screen for each entry. Up to five entries fit on the screen at one time. When there are more than five documents on a diskette, the display requires more than one page.

Document Statistics

Each entry shows the document number, the document name, and the statistics stored with each document. The statistics are:

- The date the document was created
- The date and time the document was most recently edited
- The size of the document in *blocks* (a block holds about one-fifth of a page)
- The version number of the document – the number of times it has been edited. Documents just created have a version number of 1.
- The number of hours and minutes elapsed during the last time the document was edited
- The total number of hours and minutes that have elapsed while you were editing this document (up to a maximum of 68:15)

These figures help you determine how often a document has been revised. You can also determine how much time a particular job has taken.

If you did not type a date and time at the Date/Time Menu, the index of documents says NO/DA/TE and 00:00.

Select a Document

When you invoke the index of documents, an asterisk appears beside the first document number. This asterisk selects the document on that line. When DECmate displays each page of the index, it selects the first document on that page.

If you press ADVANCE with the asterisk at the last document on the page, DECmate displays the next page and selects the first document on that page. You can press ADVANCE to move through all the entries on a page and go to the next page.

You can press BACK UP to move back through all the entries on a page. But you cannot use the BACK UP key to return to the previous page.

Copy the Index

- **To copy the index of documents into a document** (to be printed), type CI at the Main Menu and press RETURN. Type the drive number of the diskette whose index you want copied, and press the space bar. Type a document name and press RETURN.

If you use CI (Copy Index) and name a document that does not exist, DECmate creates this document on the diskette in drive 1, unless you specify another diskette number. You can print this document to have a printed copy of the index of documents on each diskette. Then you do not have to view each diskette's index to determine which documents are on it.

If you name a document that already exists to contain the index, DECmate gives you the *Document Modified?* display. You can choose to add text to the top or bottom of the existing document. Or you can overwrite the document, which destroys any text previously stored in the document.

If you use many diskettes, keep a Master Index for all diskettes. To do this, copy the index of each diskette into a document using the CI option. Print out each index, and file them in a notebook.

If you have more than two drives, you can also create a Master Index diskette. Create an index of documents on each diskette using the CI option. Use a separate, blank diskette as the Master Index diskette. Copy the indexes from the other diskettes to the Master Index diskette. Use the maintenance command COPY, discussed later in this chapter. Then you can locate any document on any diskette by viewing only the Master Index diskette.

As you create or delete documents, the index of documents is changed. Use the CI option again and overwrite the out-of-date index you created.

Index Document

- **To view or edit the index document** (document number 1), type E from the Main Menu, a space, the diskette number, a period, and 1 (for document number 1). Press RETURN. If you do not include the diskette number and period, DECmate displays the index document for diskette 1.
- **To view the index of documents**, type I from the Main Menu, a space, the diskette number, and press RETURN. You cannot edit the index of documents directly.

The *index document* is not the index of documents described earlier. The index document is document number 1 on every diskette. It associates document names with document numbers. An index document might look like this:

```
<n>Specification <#>4<>
<n>Monthly Report <#>3<>
<n>Telephone Numbers <#>2<>
```

This index document gives Specification as the name of document number 4. Monthly Report is the name of document number 3, and Telephone Numbers is the name of document number 2. The index document itself (document number 1) usually does not have a name.

You can edit document number 1 as you would edit any other document. However, you must limit your edits of the index document to:

- Changing the name of a document – all the text after the <n> and up to the space before the <#>. DO NOT delete the space. See the section Changing Document Names, later in this chapter.
- Changing the order of the lines in the index document.

NOTE: *Never eliminate the <n>, the space before the <#>, the <#> itself, or the <> characters at the end of the line. Also, never change the number that the system assigns to a document. Otherwise, you may destroy information in the index of documents and be unable to access documents.*

Any edits you made to the index document are also reflected in the index of documents. After you edit the index document, look at the index of documents to check your edits. You cannot edit the index of documents directly; you must edit the index document to change the index of documents.

Document Numbers

When you create a document, DECmate gives it the lowest number (other than 1) not already used for a document on that diskette. Then DECmate automatically edits document number 1 (the index document), adding a line:

```
<n>The name you typed <#>x<>
```

The **x** represents the number assigned to the document by DECmate.

Do not confuse the index document (document number 1) with the index of documents, invoked by typing the I option from the Main Menu. The index of documents is discussed in more detail earlier in this chapter.

Changing Document Names

The easiest way to change the name of a document is to edit the index document (document number 1). Select the E (Edit) option. Type the diskette number, a period, and then 1. If no diskette is specified, diskette 1 is assumed.

If you edit document number 1, DO NOT change the document numbers. Otherwise, you may find yourself calling up documents other than the one you meant to edit or print.

NOTE: *The space preceding the characters <#> on each line is mandatory. Do not alter the spacing. Make sure that your changes leave the index document in the same form it was in originally.*

You may change any document names contained in the index document. Remember that the maximum number of characters in a document name is 71, but 64 or fewer is recommended. Also, *do not* use angle brackets <> in a document name; they introduce errors into your index of documents. Document names are discussed earlier in this chapter.

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